

February 19, 2013
City Commission Room, 700 N. Jefferson, Junction City KS 66441

Mayor Pat Landes
Vice Mayor Jim Sands
Commissioner Cecil Aska
Commissioner Scott Johnson
Commissioner Jack Taylor
City Manager Gerry Vernon
City Attorney Catherine Logan
City Clerk Tyler Ficken

1. 7:00 P.M. - CALL TO ORDER

- a. Moment of silence
- b. Pledge of Allegiance

2. PUBLIC COMMENT: The Commission requests that comments be limited to a maximum of five minutes for each person.

3. CONSENT AGENDA: All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

- a. Consideration of Appropriation Ordinance A-4 dated-Jan 29-Feb 11 2013 in the amount of \$994,555.36.
- b. Consideration and approval of the City Commission Minutes for February 5, 2013.
- c. Consideration of Memorandum of Understanding between the City of Junction City and the Junction City Junior Baseball Association for use of City facilities.
- d. Consideration of Award of Bid for irrigation and pump repair Rolling Meadows Golf Course. Bid number RM-13-001
- e. Consideration and approval of a proposed lease of city owned land for purpose of the sale of fireworks to Big Daddy Fireworks for \$3,000.00.
- f. Consideration and formal acceptance the gift of a Harley Davidson motorcycle to the City from City Cycle Sales, Incorporated.

4. SPECIAL PRESENTATIONS:

- a. Presentation for Detective Al Babcock - Kansas VFW's Fourth District Law Enforcement Officer of the Year

5. NEW BUSINESS:

- [a.](#) Consideration of consulting engineer services for the best qualified consultant for the City of Junction City FAA and other airport capital improvement projects for a five year period.
- [b.](#) Consideration and Award of Bid for Police Sport Utility Vehicles
- [c.](#) Consideration of Records Management System.
- [d.](#) Consideration of Fort Development/Thomas Fritzel Letter from the City Commission.

6. COMMISSIONER COMMENTS:

7. STAFF COMMENTS:

8. ADJOURNMENT:

Backup material for agenda item:

- a. Consideration of Appropriation Ordinance A-4 dated-Jan 29-Feb 11 2013 in the amount of \$994,555.36.

City of Junction City

City Commission

Agenda Memo

Feb 19th, 2013

From: Cynthia Sinkler, Water Billing and Accounts Payable Manager
To: City Commissioners
Subject: Consideration of Appropriation Ordinance A-4 dated-Jan 29-Feb 11 2013
in the amount of \$994,555.36

Background: Attached is listing of the Appropriations for —Jan 29-Feb 11 2013

Appropriations —Jan 29-Feb 11 2013 \$753,112.69

EFT Payments

Visa-	\$28,708.96
KDHE	\$300,370.21

Bills due before Next Commission

Westar	\$32,448.72
Veolia	\$241,442.67

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
NON-DEPARTMENTAL	GENERAL FUND	FAMILY SUPPORT PAYMENT CENTER (MISSOUR	2/08/13	MACSS #41061331/ CV103-753	154.85
		INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	29,465.11
			2/08/13	SOCIAL SECURITY WITHHOLDIN	5,132.52
			2/08/13	MEDICARE WITHHOLDING	3,612.02
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	3,352.52
		JUNCTION CITY FIREFIGHTERS AID ASSOCIA	2/08/13	FIREFIGHTERS AID ASSOCIATI	112.50
		JAN HAMILTON, CH.13 TRUSTEE-	2/08/13	GREG MARSH 12-41834	575.00
		KANSAS PAYMENT CENTER	2/08/13	GARNISHMENT	457.02
			2/08/13	GARNISHMENT	290.77
			2/08/13	KANSAS PAYMENT CENTER	851.24
		W H GRIFFIN, TRUSTEE	2/08/13	C GEORGE 12-22755-13	700.00
		COURT TRUSTEE OFFICE	2/08/13	GARNISHMENT GE08CR915	211.88
		FIREMEN'S RELIEF ASSOCIATION	2/08/13	FIREMANS RELIEF	199.80
		GEARY COUNTY SHERIFF	2/01/13	BOOKING FEE JANUARY 2013	1,230.00
		JUNCTION CITY FIRE FIGHTERS ASSOCIATIO	2/08/13	I.A.F.F. LOCAL 3309	945.00
		JUNCTION CITY POLICE	2/08/13	JCPOA	770.00
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	9,351.34
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	1,742.04
			2/08/13	KP&F	13,049.07
			2/08/13	KPERS #2	2,158.54
		FLEXIBLE SPENDING ACCOUNT #41807030	2/08/13	FIRST STATE BANK	1,800.50
		PRE-PAID LEGAL SERVICES,	2/08/13	PREPAID LEGAL	260.02
		ROLLING MEADOWS GOLF COURSE	2/08/13	ROLLING MEADOWS GOLF COURS	20.83
		KANSAS STATE TREASURER	2/11/13	REINSTATEMENT FEES	1,238.00
			2/11/13	JUDICIAL EDUCATION FEES	109.50
			2/11/13	LAW ENFORCENMT FEES	4,346.00
			2/11/13	COMMUNITY CORRECTIONS SUPE	250.00
		UNITED WAY OF JUNCTION CITY-GEARY COUN	2/08/13	UNITED WAY	215.14_
				TOTAL:	82,601.21
GENERAL FUND	GENERAL FUND	GEARY COUNTY PUBLIC WORKS	2/11/13	VEOLIA-JAN 2013-WW/WP	319.13_
				TOTAL:	319.13
INFORMATION TECHNOLOGY GENERAL FUND		CENTURYLINK COMMUNICATION, INC.	2/07/13	INFORMATION SYSTEMS	14.27
		VERIZON WIRELESS	1/12/13	IS Director	51.59
			1/28/13	GVP CELL JANUARY 2013	80.02
		CDW GOVERNMENT INC	1/25/13	GESO Computers	1,537.66
			1/25/13	GESO - Monitors	209.46_
				TOTAL:	1,893.00
ADMINISTRATION	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	573.02
			2/08/13	MEDICARE WITHHOLDING	134.01
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	384.62
		CENTURYLINK COMMUNICATION, INC.	2/07/13	ADMINISTRATION	175.71
			2/07/13	ADMINISTRATIVE SERVICES	14.27
		VERIZON WIRELESS	1/28/13	210-7021=CITY CLERK	51.59
			1/28/13	223-7779=CITY MANAGER	66.70
			1/28/13	210-5380-HR DIRECTOR	51.59
			1/28/13	307-2150-CITY MANAGER MIFI	40.01
			1/28/13	323-7174-CITY ATTORNEY	51.59
		CECIL ASKA	1/31/13	TRVL REIM-OVERLAND PARK	344.78
		WICHITA STATE UNIVERSITY CONFERENCE CE	2/10/13	CCMFOA SPR 13 CONF FICKEN	250.00
		ALYSON L JUNGHANS	2/10/13	TRAVEL REIMBURSE JAN 2013	155.74
		DAWN JAEGER	2/11/13	SALARY SURVEY-3 OF 3 INVOI	2,000.00
		CROSSROADS OF LEADERSHIP	2/08/13	SINKLIER, C-LEADERSHIP-201	300.00
		KANSAS GAS SERVICE	12/31/12	133 W 7TH-DEC 2012	1,894.76

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			1/31/13	700 N JEFFERSON-JAN 2012	565.12
			1/31/13	701 N JEFFERSON-EDC	143.80
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INSURANCE	45.85
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	317.48
			2/08/13	KPERS #2	540.21
		KAW VALLEY ENGINEERING, INC	2/10/13	HELLAND PROPERTY MYLAR COP	70.00
		MONTGOMERY COMMUNICATIONS INC	2/11/13	SRV CHARGE	2.89
			2/10/13	617 N WASHINGTON	49.71
			1/31/13	G-1125 JOINT EDC AGREEMENT	24.06
			1/31/13	G-1126 SPEED ZONE CHANGE	383.16
			1/31/13	QTR 4 TREASURERS REPT	231.40
			1/31/13	SERVICE CHARGE	18.25
		CHAMBER OF COMMERCE	2/11/13	1/24/13 MAC BRKFT 8 PERSON	96.00_
				TOTAL:	8,976.32
BUILDING MAINTENANCE	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	140.35
			2/08/13	MEDICARE WITHHOLDING	32.83
		VERIZON WIRELESS	1/25/13	CHUCK WRIGHT	25.93
			1/25/13	785-210-9199 MAINT BUILDIN	32.00
		C & K CONSTRUCTION	2/05/13	FIRE DEPT 1 SHOWER	337.82
		GEARY COUNTY PUBLIC WORKS	2/11/13	UNLEADED	281.18
			2/11/13	FUEL SURCH.82.7GAL @ .05	4.14
		INTERSTATE GLASS CO.	2/01/13	EXTERIOR DOORS AT FIRE DE	2,790.00
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INSURANCE	17.38
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #2	214.88
		MIKE'S FIRE EXT. SALES	2/10/13	ANIMAL CONTROL FIRE EXT IN	13.00
		THERMAL COMFORT AIR, INC	1/23/13	FIRE DEPT 1 PILOT VALVE	273.10
			2/11/13	LABOR, MATERIALS	2,780.00_
				TOTAL:	6,942.61
PARKS	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	450.59
			2/08/13	MEDICARE WITHHOLDING	105.38
		VERIZON WIRELESS	1/25/13	209-0933=PARKS WORKER	0.00
			1/25/13	209-1306=PARKS WORKER	0.00
			1/25/13	210-7130=PARKS WORKER	32.00
			1/25/13	210-7131=PARKS/REC DIRECTO	51.59
			1/25/13	223-1324 PARKS WORKER	42.37
			1/25/13	307-8579=MIFI	40.01
			1/25/13	785-761-6414 PARKS WORKER	32.00
		CONCORDIA TRACTOR	1/24/13	DRIVE CLUTCH/JD 5400 TRACT	2,005.30
			1/24/13	DRIVE CLUTCH/JD 5400 TRACT	1,917.35
		DAVE'S ELECTRIC, INC.	1/28/13	REPAIR HEATER HERITAGE RR	284.08
		GEARY COUNTY PUBLIC WORKS	2/11/13	PARKS-UNLEADED	544.34
			2/11/13	PARKS-DIESEL	593.73
			2/11/13	PARKS-FUEL CHARGE-321 GAL@	16.05
		KANSAS GAS SERVICE	1/31/13	2307 N JACKSON	2,161.27
			1/31/13	1017 1/2 W 5TH ST	26.97
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INSURANCE	41.15
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	567.08
			2/08/13	KPERS #2	116.59
		SCREEN MACHINE SPORTS	1/31/13	9TH 10TH CAV FLAGS BUFF SO	660.00
		PAXTON WELDING	1/29/13	REPAIR MOWER TRAILER	145.00_
				TOTAL:	9,832.85
SWIMMING POOL	GENERAL FUND	INTERSTATE GLASS CO.	2/07/13	DOORS FOR CITY POOL	5,170.00
		KANSAS GAS SERVICE	1/31/13	1017 W 5TH	26.97

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
				TOTAL:	5,196.97
AIRPORT	GENERAL FUND	KANSAS GAS SERVICE	1/31/13	AIRPORT MAINTENANCE BLDG	127.70
		MONTGOMERY COMMUNICATIONS INC	1/31/13	PROFESSIONAL SERVICES	39.08_
				TOTAL:	166.78
GOLF COURSE	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	283.02
			2/08/13	MEDICARE WITHHOLDING	66.18
		CENTURYLINK COMMUNICATION, INC.	2/07/13	GOLF COURSE	150.91
		HENRICKS GROUP, THE	2/11/13	GOLF BALLS	62.50
		CORYELL INSURORS, INC.	2/11/13	LIQUOR BOND	100.00
		CROWN DISTRIBUTORS, INC.	2/11/13	BEER SUPPLIES	22.25
		FLINT HILLS BEVERAGE LLC	2/11/13	BEER SUPPLIES	78.08
		FOOTJOY	2/11/13	SPECIAL ORDER MERCHANDISE	33.84
		GOLDEN WEST INDUSTRIAL	2/11/13	HOSE, GREENSKEEPER	319.76
		SECURITY SOLUTIONS INC	2/11/13	CM-WRONG AMT PD ON INV#602	79.00-
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	19.91
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	144.99
			2/08/13	KPERS #2	155.34
		MONTGOMERY COMMUNICATIONS INC	1/31/13	RMGC BIDS GOLF IRRIGATION	34.75
		NCKCN.COM	2/11/13	VIRTUAL DOMAIN	10.00
		SNACK EXPRESS	2/11/13	FOOD AND VENDING SUPPLIES	176.80
			2/11/13	FOOD AND VENDING SUPPLIES	68.00
		TIELKE ENTERPRISE, LLC	1/25/13	RETURNED MERCHAN.	35.49-
			2/11/13	SANDWICHES	51.38
		VAN WALL EQUIPMENT	2/11/13	EQUIP REPAIR PARTS	133.23
			2/11/13	EQUIP REPAIR PARTS	221.58
			2/11/13	EQUIP REPAIR PARTS	285.60_
				TOTAL:	2,303.63
AMBULANCE	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	47.95
			2/08/13	MEDICARE WITHHOLDING	234.89
		GEARY COUNTY HEALTH DEPT.	1/15/13	DISPOSAL OF MEDICAL WASTE	190.00
		CENTURYLINK COMMUNICATION, INC.	2/07/13	AMBULANCE	46.38
		VERIZON WIRELESS	1/24/13	223-1237 (M3)	5.09
			1/24/13	223-1238 (M4)	7.96
			1/24/13	223-1240 (M2)	13.43
			1/24/13	223-1243 (M1)	6.53
			1/24/13	223-7309 (CHIEF STEINFORT)	32.00
			1/24/13	761-7543-RICK ROOK	51.59
		KA-COMM	2/11/13	SERVICE CONTRACT/MAINT AMB	173.50
		REVOLUTION AUTOWORKS	1/18/13	REPAIR OIL COOLER/M4	2,493.17
			1/18/13	REPAIR OIL COOLER/M4	1,267.00
		WPS MEDICARE PART B	2/11/13	VOLUNTARY REFUND - 2012	6,156.62
		GEARY COUNTY PUBLIC WORKS	2/04/13	DIESEL FUEL - AMBULANCE	1,806.45
			2/04/13	MOTOR FUEL - FIRE	585.81
		KANSAS GAS SERVICE	1/31/13	700 N JEFFERSON-JAN 2012	282.56
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	102.96
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	75.99
			2/08/13	KP&F	3,507.72
		MOORE MEDICAL LLC	1/07/13	MEDICAL SUPPLIES	7,796.76
			1/23/13	MEDICAL SUPPLIES	39.90
		OMNI BILLING	2/05/13	JANUARY 2013 AMB BILLING	5,563.63_
				TOTAL:	30,487.89
COUNTY/INS ZONING SVCS GENERAL FUND		CENTURYLINK COMMUNICATION	2/07/13	ZONING/COUNTY INSPECTION	14.27

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		VERIZON WIRELESS	1/28/13	ZONING ADMINISTRATOR	35.16
			1/28/13	MUNICIPAL SERVICE DIRECTOR	11.72
		MONTGOMERY COMMUNICATIONS INC	1/31/13	SUP-02-01-13	68.95
			1/31/13	Z-02-01-13	66.81
			1/31/13	Z-02-02-13	71.09
			1/31/13	SUP-02-02-13	68.95
			1/31/13	TA 02-01-13	75.36
			2/10/13	SERVICE CHARGE	3.84_
				TOTAL:	416.15
ENGINEERING	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	78.41
			2/08/13	MEDICARE WITHHOLDING	18.34
		BEN KITCHENS PAINTING CO	12/28/12	COUNTER AREA	880.00
			12/28/12	WALL/DOOR TO HALL	600.00
			12/28/12	REMOVE HALL WALL	950.00
			12/28/12	REMOVE SERVER WALL	950.00
			12/28/12	OFFICE CARPET	2,750.00
		VERIZON WIRELESS	1/28/13	ASST CITY ENGINEER	51.59
			1/28/13	ENGINEER ASST	51.59
			1/28/13	MUNICIPAL SERVICE DIRECTOR	11.72
		CHAMPIONS CAR AND TRUCK WASH	2/05/13	TRUCK 720	5.30
			2/05/13	ENG-DISCOUNT	1.18-
		GEARY COUNTY PUBLIC WORKS	1/31/13	727 SORT 1	88.06
			1/31/13	FUEL SURCHARGE	1.30
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	8.67
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	87.22
			2/08/13	KPERS #2	33.36
		MONTGOMERY COMMUNICATIONS INC	1/31/13	RFQ FOR ENGINEERING	122.48
		NAPA AUTO PARTS OF J.C.	1/30/13	ENG SNOW BRUSH 2 @ 3.59	7.18
		NEX-TECH	12/31/12	Office Move - Phone system	260.10_
				TOTAL:	6,954.14
CODES ENFORCEMENT	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	212.35
			2/08/13	MEDICARE WITHHOLDING	49.67
		CENTURYLINK COMMUNICATION, INC.	2/07/13	CODE ENFORCEMENT	35.67
		VERIZON WIRELESS	1/28/13	SENIOR INSPECTOR	32.00
			1/28/13	INSPECTOR	32.00
			1/28/13	MUNICIPAL SERVICE DIRECTOR	11.72
			1/28/13	INSPECTOR IPAD 2	40.01
			1/28/13	SENIOR INSPECTOR IPAD 2	40.01
		CHAMPIONS CAR AND TRUCK WASH	2/05/13	TRUCK 726	5.70
			2/05/13	CODES-DISCOUNT	1.19-
		JIM CLARK AUTO CENTER	1/30/13	DEXOS SYTH OIL 6 @ 4.47	26.82
			1/30/13	FILTER KIT	4.10
		GEARY COUNTY PUBLIC WORKS	1/31/13	726- Sort 1	130.22
			1/31/13	726- Sort 2	62.90
			1/31/13	728- Sort 1	173.40
			1/31/13	728- Sort 2	86.36
			1/31/13	FUEL SURCHARGE	6.66
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	22.78
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	355.50
		MONTGOMERY COMMUNICATIONS INC	1/31/13	R-2679	192.93
			1/31/13	DEMO 1309 JOHNSON DR	32.61
			1/31/13	DEMO 712 W 10TH ST	32.61
			1/31/13	DEMO 331 W 8TH	32.61
		NAPA AUTO PARTS OF J.C.	1/30/13	NAPAGOLD OIL FILTER 3 @ 4.	13.80

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
				TOTAL:	1,631.24
POLICE	GENERAL FUND	ELIEL BORGES	2/08/13	EQUIPMENT ALLOWANCE	200.00
			2/08/13	TRAVEL-TOLL FEE REIMB	5.00
		INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	574.08
			2/08/13	SOCIAL SECURITY WITHHOLDIN	1,127.69
			2/08/13	MEDICARE WITHHOLDING	1,295.83
			2/08/13	MEDICARE WITHHOLDING	298.46
			2/08/13	MEDICARE WITHHOLDING	9.89
		ADI SYSTEMS INC	2/05/13	S18328 TONER CARTRIDGE REF	46.00
		SPRINT	2/11/13	SUBPOENA COMPLIANCE #13-00	30.00
		QUANTICO TACTICAL SUPPLY	2/11/13	SWAT UNIFORMS	2,364.56
		CENTURYLINK COMMUNICATION, INC.	2/07/13	POLICE	664.40
			2/07/13	DISPATCH	664.40
		VERIZON WIRELESS	1/28/13	PD CELL JANUARY 2013	892.08
		BUD'S WRECKER SERVICE	2/11/13	65270 TOWING FEES #13-0106	50.00
		CENTURY UNITED COMPANIES, INC	1/31/13	267322 INV COPIER FAX	32.00
		STAPLES ADVANTAGE	1/30/13	3190134968 TOWELS,TPAPER,L	163.59
		BVAC	2/11/13	AMMUNITION	3,938.00
		CONTINENTAL PROFESSIONAL LANDRY	1/31/13	111594 UNIFORM CLEANING	33.30
			1/31/13	111598 UNIFORM CLEANING	16.65
			2/11/13	111601 UNIFORM CLEANING	40.70
			2/07/13	111730 UNIFORM CLEANING	7.40
			2/07/13	111732 UNIFORM CLEANING	29.60
			2/07/13	111735 UNIFORM CLEANING	83.25
			2/07/13	111778 UNIFORM CLEANING	16.65
			2/07/13	111817 UNIFORM CLEANING	27.75
		KA-COMM	2/11/13	SERVICE CONTRACT/MAINT POL	188.50
			2/11/13	SERVICE CONTRACT/MAINT POL	188.50
			1/30/13	113744 PROGRAM RADIO 210/2	68.00
			1/30/13	113811 VOLTAGE/GUN MOUNT #	121.00
			2/07/13	113997 DATA BACKBONE SYSTE	150.00
			2/07/13	113997 DATA BACKBONE SYSTE	150.00
		SCHNEIDER ELECTRIC	2/11/13	3936347 WEATHER RADAR	144.00
		DAVE'S ELECTRIC, INC.	2/11/13	2013027EXIT SIGNS/CORD REE	1,132.27
		GEARY COUNTY PUBLIC WORKS	2/11/13	PD DECEMBER 2012 2	6,674.24
			2/08/13	PD DIESEL JANUARY 2013	154.09
			2/08/13	PD FUEL JANUARY 2013	2,147.76
		KANSAS GAS SERVICE	1/31/13	312 E 9TH	1,325.86
			1/31/13	210 E 9TH	458.92
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	492.96
			2/08/13	ADVANCE LIFE INUSRANCE	110.67
			2/08/13	ADVANCE LIFE INUSRANCE	3.13
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	649.34
			2/08/13	KPERS #1	1,112.17
			2/08/13	KP&F	15,407.95
			2/08/13	KP&F	687.31
			2/08/13	KP&F	123.06
			2/08/13	KPERS #2	175.08
			2/08/13	KPERS #2	576.49
		LEAGUE OF KANSAS MUNICIPALITIES	2/08/13	12-2637 STANDARD TRAFFIC O	37.49
		MONTGOMERY COMMUNICATIONS INC	1/31/13	BIDS POLICE SUVS	69.00
			2/11/13	137403 DISPATCHER HIRING A	154.80
		NAPA AUTO PARTS OF J.C.	2/11/13	249297 BRAKE PADS #212	65.22
			2/11/13	249457 BRAKE CALIPER #208	13.53
			2/11/13	249464 BRAKE ROTOR #208	112.30

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			2/11/13	250266 OIL #216	53.94
			2/11/13	251809 BRAKE PADS #202	65.22
			2/11/13	251836 BRAKE PADS #206	65.22
			2/11/13	251840 SERPENTINE BELT #20	24.07
			2/11/13	251884 LIFTER/GASKETS #208	255.06
			2/11/13	251895 BRAKE PADS #210	68.08
			2/11/13	251952 MANIFOLD GASKET #20	53.63
			2/11/13	251955 LIFTER #208	87.92-
			2/11/13	251957 MANIFOLD GSKT #208	65.26-
		THE PRINTER	2/11/13	22997 NOTICE TO APPEAR	975.00
		US IDENTIFICATION MANUAL	1/30/13	178729 US I.D. MANUAL	82.50
		SERVICEMASTER	2/11/13	4025 FEB 2013 PD JANITORIA	754.00
		WEST PAYMENT CENTER	2/11/13	826577268 CLEAR SUBSCRIPTI	166.48_
				TOTAL:	47,714.94
FIRE	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	47.96
			2/08/13	MEDICARE WITHHOLDING	993.05
		CENTURYLINK COMMUNICATION, INC.	2/07/13	FIRE	46.38
		VERIZON WIRELESS	1/24/13	209-0124 (STN 2 CAPT)	6.40
			1/24/13	209-0255 (BC)	5.23
			1/24/13	209-0668 (STN 1 CAPT)	5.62
		DANKO EMERGENCY EQUIPMENT CO.	12/20/12	REPAIR BUNKER GEAR	1,247.09
		JIM CLARK AUTO CENTER	2/07/13	RETAINER/522	3.35
		KA-COMM	2/11/13	SERVICE CONTRACT/MAINT FIR	173.50
		CENTRAL POWER SYSTEMS & SERVICES	2/06/13	OIL COOLER, GASKETS - E10	378.65
		GARAGE DOOR PLACE	2/06/13	GARAGE DOOR MOTOR INSTALL	787.00
		DAVE'S ELECTRIC, INC.	2/01/13	INSTALL LIGHT/STN 1 BASEME	31.98
			2/01/13	INSTALL LIGHT/STN 1 BASEME	260.00
		GEARY COUNTY PUBLIC WORKS	2/04/13	DIESEL FUEL - FIRE	1,380.41
			2/04/13	MOTOR FUEL - FIRE	305.67
		KEMSA	1/17/13	ADVERTISEMENT/CHIEF POSITI	30.00
		KANSAS GAS SERVICE	1/31/13	700 N JEFFERSON-JAN 2012	282.56
			1/31/13	2245 LACY DR-FIRE	775.00
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	340.27
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	76.00
			2/08/13	KP&F	12,123.47
		LEAGUE OF KANSAS MUNICIPALITIES	2/01/13	ADVERTISEMENT/CHIEF POSITI	65.00
		MILLESON'S AUTO SUPPLY	1/31/13	RADIATOR, THERMOSTAT/521	132.65
			2/01/13	THERMOSTAT HOUSING/521	18.46
		MONTGOMERY COMMUNICATIONS INC	2/11/13	FIRE EMT	154.80_
				TOTAL:	19,670.50
STREET	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	968.33
			2/08/13	MEDICARE WITHHOLDING	226.48
		BLIXT CONSTRUCTION INC	12/31/12	SAND TICKETS	86.00
		VERIZON WIRELESS	1/25/13	IBARRA-223-1232	51.84
			1/25/13	SPARE-223-1241	25.65
			1/25/13	BIGGS-223-1338	25.65
			1/25/13	ON CALL-223-1508	25.65
			1/25/13	GOMEL-761-5218	32.68
			1/25/13	HORN-761-5254	25.65
			1/25/13	ARIAZ-761-5396	39.84
			1/25/13	LEWIS-761-5414	52.29
			1/25/13	TENORIO-761-5450	25.65
		CENTURY UNITED COMPANIES, INC	2/07/13	Copier - PW	17.50
		MIDWEST CONCRETE MATERIA	12/31/12	WINTER SERVICE CHARGE	28.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			12/31/12	GRANT/MONROE CONCRETE	735.00
		J & A TRAFFIC PRODUCTS	2/07/13	10 ' SQ TUBE POSTS	2,351.00
			2/07/13	SHORTIES; 3'	705.00
			2/07/13	FREIGHT	81.00
		ROBERTS TRUCK CENTER	12/31/12	STOCK WHEELS	199.90
			12/31/12	STOCK SWITCHES	141.94
		BARNES DISTRIBUTION	2/07/13	STOCK PIECES FOR TRAFFIC	1,479.42
			2/07/13	STOCK PIECES	962.58
		APAC KANSAS, INC.	1/29/13	UPMS	3,180.84
		KEY EQUIPMENT	12/31/12	OFFICE SUPPLIES	5.12
		GARAGE DOOR PLACE	2/06/13	LABOR TO REPAIR BAY 7	59.25
		DAVE'S ELECTRIC, INC.	2/11/13	WIRING #1	3,536.00
			2/07/13	WIRING #2	1,738.00
			2/11/13	WIRING #3	750.00
			12/31/12	RESET MONT. PARK CLOCKS	52.00
			12/31/12	PW BLDG GEN INSTALL	4,000.00
		GADES SALES CO.	12/31/12	BATTERY-TRAFFICE FOR 77&AS	947.00
		GEARY COUNTY PUBLIC WORKS	12/31/12	JAN 13 TRANSFER TICKETS	63.65
			12/31/12	MOTOR POOL-UNLEADED	57.80
			12/31/12	MOTOR POOL-DIESEL	70.48
			12/31/12	FUEL SURCHARGE	1.81
			12/31/12	STREETS-UNLEADED	4,003.34
			12/31/12	STREETS-DIESEL	4,974.17
			12/31/12	FUEL SURCHARGE	82.16
			12/31/12	CARDS	0.00
		GINDER HYDRAULIC	1/17/13	REPAIR #654 HYDRAULICS	77.52
		GROSS WRECKER SERVICE	12/31/12	#689 TOW TO SALINA	400.00
		KANSAS GAS SERVICE	1/31/13	2324 1/2 N JACKSON	292.23
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	92.40
		WESTAR ENERGY	2/11/13	ST LIGHTS-JANUARY 2013	24,534.78
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	61.06
			2/08/13	KPERS #2	1,304.47
		KONZA CONST. CO.	12/31/12	SAND	162.19
		MATHESON TRI-GAS INC	12/31/12	WELDING SUPPLIES	133.85
			12/31/12	WELDING SUPPLIES	159.96
			12/31/12	WELDING SUPPLIES	182.00
			12/31/12	WELDING SUPPLIES	175.00
		MONTGOMERY COMMUNICATIONS INC	1/31/13	STREET MAINTENANCE	122.48
		NAPA AUTO PARTS OF J.C.	12/31/12	#683 PUSH BUTTON SWITCH	12.84
			12/31/12	#684 FIRE EXTINGUISHER	23.19
			12/31/12	SHOP BULBS	35.30
			12/31/12	BLACK SPRAY PAINT-STOCK	17.07
			12/31/12	STOCK HOSE FOR ALL VEHICLE	4.95
			12/31/12	FILTERS FOR #689	12.79
			12/31/12	SHOP COUPLINGS	113.30
			12/31/12	SRVCHRG_013113	2.45
		CINTAS #451	12/31/12	SHOP TOWELS	20.25
			12/31/12	MATS	24.68
			12/31/12	SHOP TOWELS	19.80
			12/31/12	MATS	24.68
		SELLERS EQUIPMENT, INC	12/31/12	#694 FUEL PUMP	172.54
		VICTOR L PHILLIPS CO	12/31/12	#621 CAB PARTS AND ALARM	401.46
			2/11/13	PARTS	950.94
			2/11/13	LABOR	493.50
		T.O.HAAS TIRES	12/31/12	FINCHRG_013113	7.17_
				TOTAL:	61,843.52

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
COURT	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	354.16
			2/08/13	MEDICARE WITHHOLDING	82.82
		CENTURYLINK COMMUNICATION, INC.	2/07/13	MUNICIPAL COURT	41.54
		PURVIS LAW OFFICE LLC	2/05/13	SERVICES THROUGH 1/24/2013	250.00
		JOSHUA DOUGLASS	2/11/13	PAYMENT EVERY TWO WEEKS	2,500.00
		KEY OFFICE EQUIPMENT	1/31/13	CM-PAID WITH CC PER JESSIC	60.47-
			2/05/13	FLE FLDR, FRST AID, FLE BX	101.72
		KANSAS GAS SERVICE	1/31/13	225 W 7TH	331.20
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	34.58
		KS MUNICIPAL JUDGES ASSOC	2/05/13	KMJA ANL DUES, 2013 MCKONE	25.00
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	446.62
			2/08/13	KPERS #2	87.54
		CINTAS #451	2/05/13	3 GRAY MATS	16.31
		MISC	EDWARDS, KIMBERLY ANN	1/29/13 Bond Refund:12-00823 -01	36.00
			EDWARDS, KIMBERLY ANN	1/29/13 Bond Refund:12-00823 -01	194.00
			RUIZ-CONTRERAS, ENRIQU	1/31/13 Bond Refund:12-09713 -01	500.00
			DOUGLAS, LINDA	2/08/13 Bond Refund:TT153444 -03	440.00
			DOUGLAS, LINDA	2/08/13 DOUGLAS, LINDA:	440.00
			BLACK, STEPHANIE	2/08/13 BLACK, STEPHANIE:	93.00_
				TOTAL:	5,914.02
JC OPERA HOUSE	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	128.30
			2/08/13	MEDICARE WITHHOLDING	30.00
		CENTURYLINK COMMUNICATION, INC.	2/07/13	OPERA HOUSE	35.67
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS RETIRED	205.54_
				TOTAL:	399.51
RECREATION	GENERAL FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	146.34
			2/08/13	MEDICARE WITHHOLDING	34.22
		CENTURYLINK COMMUNICATION, INC.	2/07/13	RECREATION	78.00
		VERIZON WIRELESS	1/25/13	210-6980=RECREATION DIRECT	0.00
			1/25/13	307-3067-12TH ST MANAGER	51.59
		SECURITY SOLUTIONS INC	2/11/13	CM-OVERPYMENT ON INV#59718	18.00-
		KEY OFFICE EQUIPMENT	2/05/13	BLACK TONER	73.71
		KANSAS GAS SERVICE	1/31/13	1002 W 12TH	711.92
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	5.78
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #2	81.70
		MASSCO	1/22/13	REP WATCHMAN 24 FLOOR MACH	579.38
		MONTGOMERY COMMUNICATIONS INC	2/11/13	12TH ST RECEPTIONIST	154.80
		CINTAS #451	2/08/13	GREY MATS 12TH STREET COM	31.98
		CARY COMPANY	2/07/13	ROLL PAPER TOWELS	44.35_
				TOTAL:	1,975.77
NON-DEPARTMENTAL	GRANTS	INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	1,492.87
			2/08/13	SOCIAL SECURITY WITHHOLDIN	242.08
			2/08/13	MEDICARE WITHHOLDING	190.20
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	100.00
		JUNCTION CITY FIREFIGHTERS AID ASSOCIA	2/08/13	FIREFIGHTERS AID ASSOCIATI	12.50
		FIREMEN'S RELIEF ASSOCIATION	2/08/13	FIREMANS RELIEF	22.20
		JUNCTION CITY FIRE FIGHTERS ASSOCIATIO	2/08/13	I.A.F.F. LOCAL 3309	105.00
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	461.77
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	165.18
			2/08/13	KP&F	662.02
		FLEXIBLE SPENDING ACCOUNT #41807030	2/08/13	FIRST STATE BANK	90.83
		UNITED WAY OF JUNCTION CITY-GEARY COUN	2/08/13	UNITED WAY	17.00_
				TOTAL:	3,561.65

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
SELF HELP HOUSING	GRANTS	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	242.08
			2/08/13	MEDICARE WITHHOLDING	56.62
		CENTURYLINK COMMUNICATION, INC.	2/07/13	SELF HELP HOUSING	14.27
		VERIZON WIRELESS	1/28/13	SHH COORDINATOR	32.00
			1/28/13	SHH DIRECTOR	51.59
		EXPERIAN	1/31/13	JAN 2013-CREDIT CHECKS	34.74
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	19.46
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	369.17_
				TOTAL:	819.93
SAFER GRANT-FIRE DEPT	GRANTS	INTERNAL REVENUE SERVICE	2/08/13	MEDICARE WITHHOLDING	133.58
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	45.01
		KANSAS PUBLIC EMPLOYEES	2/08/13	KP&F	1,632.34_
				TOTAL:	1,810.93
BLUFFS	RURAL HOUSING DIST	SECURITY BANK OF KANSAS CITY	1/28/13	SERIES 2006 COPS TRUST FEE	750.00
			1/28/13	SERIES 2006 COPS TRUST FEE	67,943.75
			1/28/13	SERIES 2006 COPS TRUST FEE	238.81-
				TOTAL:	68,454.94
NON-DEPARTMENTAL	SPIN CITY	INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	292.02
			2/08/13	SOCIAL SECURITY WITHHOLDIN	305.02
			2/08/13	MEDICARE WITHHOLDING	71.34
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	91.90
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	45.70
			2/08/13	KPERS #2	19.74_
				TOTAL:	825.72
SPIN CITY	SPIN CITY	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	305.02
			2/08/13	MEDICARE WITHHOLDING	71.34
		CASH-WA DISTRIBUTING	2/08/13	HOT DOGS, PRETZELS, CHEESE	187.45
			2/08/13	CLEANING SUPPLIES	183.79
			2/08/13	FUEL SURCHARGE	7.00
			2/08/13	FUEL SURCHARGE	7.00
			2/08/13	HOT DOGS, BUNS, CHIPS	91.17
			2/08/13	PAPER PRODUCTS	41.36
			2/08/13	CLEANING SUPPLIES	285.37
		VERIZON WIRELESS	1/25/13	223-1084 SPIN CITY MANAGER	51.59
		LINDSAY MARRS	1/31/13	TRVL REIM-JAN 1-JAN 31 201	51.89
		BLUE BELL CREAMERIES, L.P.	2/08/13	ICE CREAM	186.36
		AMY HOLLAND	1/31/13	TRVL REIM-JAN 1-JAN 31 201	11.10
		KANSAS DEPARTMENT OF	2/08/13	KANSAS DEPARTMENT OF	200.00
		KANSAS GAS SERVICE	1/31/13	915 S WASHINGTON	1,617.90
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	25.10
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	102.13
			2/08/13	KPERS #2	119.69
		MIKE'S FIRE EXT. SALES	2/08/13	MIKE'S FIRE EXT. SALES	169.60
		MONTGOMERY COMMUNICATIONS INC	2/11/13	JC SPN CTY HELP WANTED ADD	193.50
			2/11/13	JC SPN CTY HELP WANTED ADD	154.80
			2/11/13	SPN CTY CLERK ADD	116.10
			2/11/13	SPN CTY SUPERVISOR	154.80
		SNACK EXPRESS	2/08/13	SODA	50.00
			2/08/13	CHIPS, CHEESE BURGERS	35.30
			2/08/13	ICE CREAM	299.28
		THERMAL COMFORT AIR, INC	2/08/13	MOTOR, CAPACITOR, IGNITION	904.83
			2/08/13	FREIGHT	50.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
				TOTAL:	5,673.47
BOND & INTEREST	BOND & INTEREST	LANDMARK NATIONAL BANK	2/05/13	FEB 2013-LOAN PAYMENT	8,717.87_
				TOTAL:	8,717.87
NON-DEPARTMENTAL	WATER & SEWER FUND	FAMILY SUPPORT PAYMENT CENTER (MISSOURI	2/08/13	MACSS #41061331/ CV103-753	154.85
		INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	3,206.22
			2/08/13	SOCIAL SECURITY WITHHOLDIN	2,090.27
			2/08/13	MEDICARE WITHHOLDING	488.91
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	368.01
		SHEA, CARVER & BLANTON	2/08/13	2008 LM 2026 VONHOLTZ-ATER	190.11
		KANSAS PAYMENT CENTER	2/08/13	GARNISHMENT	120.00
			2/08/13	KANSAS PAYMENT CENTER	175.90
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	1,145.47
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	472.00
			2/08/13	KPERS #2	1,263.20
		FLEXIBLE SPENDING ACCOUNT #41807030	2/08/13	FIRST STATE BANK	203.72
		PRE-PAID LEGAL SERVICES,	2/08/13	PREPAID LEGAL	56.80
		UNITED WAY OF JUNCTION CITY-GEARY COUN	2/08/13	UNITED WAY	26.06_
				TOTAL:	9,961.52
PUBLIC WATER REVOLVING WATER & SEWER FUND	KDHE-BUREAU OF ENVIRON		1/17/13	LOAN 2084 PUBLIC WATER SU	17,424.17
			1/17/13	LOAN 2084 PUBLIC WATER SU	8,333.43
			1/17/13	LOAN 2084 PUBLIC WATER SU	711.39
			1/17/13	LOAN 2494 PUBLIC WATER SUP	4,451.56
			1/17/13	LOAN 2494 PUBLIC WATER SUP	4,249.73
			1/17/13	LOAN 2494 PUBLIC WATER SUP	428.65_
				TOTAL:	35,598.93
WATER DISTRIBUTION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	389.50
			2/08/13	MEDICARE WITHHOLDING	91.09
		VERIZON WIRELESS	1/25/13	ROGERS-223-1337	25.67
			1/25/13	PARKS-761-5237	25.65
			1/25/13	HAYHURST-761-5283	25.77
			1/25/13	SPARE-761-5293	25.65
		CENTURY UNITED COMPANIES, INC	2/07/13	Copier - PW	17.50
		KANSAS ONE CALL CONCEPTS	12/31/12	JAN13 KS ONE CALLS & 2013M	249.00
		ROBERTS TRUCK CENTER	12/31/12	STOCK WHEELS	49.97
			12/31/12	STOCK SWITCHES	35.48
		BARNES DISTRIBUTION	2/07/13	STOCK PIECES	240.65
		KEY EQUIPMENT	12/31/12	OFFICE SUPPLIES	1.28
		GARAGE DOOR PLACE	2/06/13	LABOR TO REPAIR BAY 7	14.81
		DAVE'S ELECTRIC, INC.	12/31/12	PW BLDG GEN INSTALL	1,500.00
		GEARY COUNTY PUBLIC WORKS	12/31/12	WTR DISTRIBUTION-UNLEADED	401.88
			12/31/12	WTR DISTRIBUTION-DIESEL	580.44
			12/31/12	FUEL SURCHARGE	13.78
			12/31/12	CARD	0.00
		HD SUPPLY WATERWORKS, LTD	12/31/12	METER AND WASHERS	237.56
			12/31/12	METER AND WASHERS	0.00
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	32.22
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	62.04
			2/08/13	KPERS #2	473.67
		NAPA AUTO PARTS OF J.C.	12/31/12	BLACK SPRAY PAINT-STOCK	4.27
			12/31/12	STOCK HOSE FOR ALL VEHICLE	1.24
		CINTAS #451	12/31/12	MATS	6.17
			12/31/12	MATS	6.17

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		SALINA WHOLESALE SUPPLY	12/31/12	MTR RINGS, LIDS, BOXES	1,051.80
		VICTOR L PHILLIPS CO	12/31/12	#896 DOOR PARTS	73.27_
				TOTAL:	5,636.53
WATER PLANT	WATER & SEWER FUND	VEOLIA WATER NORTH AMERICA	1/28/13	WATER UTILITY	77,869.67
			1/28/13	WTR MONTHLY R & M FEE	17,438.00_
				TOTAL:	95,307.67
WATER ADMINISTRATION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	681.65
			2/08/13	MEDICARE WITHHOLDING	159.44
		CENTURYLINK COMMUNICATION, INC.	2/07/13	WATER ADMINISTRATION	105.25
		VERIZON WIRELESS	1/28/13	209-1393=METER READER	32.00
			1/28/13	210-6618=METER READER	32.00
			1/28/13	223-1358=CITY TREASURER	51.59
			1/28/13	307-8209=IPAD, Meter Reade	40.01
			1/28/13	307-8254=IPAD, Meter Reade	40.01
		WICHITA STATE UNIVERSITY CONFERENCE CE	2/10/13	CCMFOA SPR 13 CONF SCHNURR	250.00
		COLLECTION BUREAU OF KANSAS INC	2/11/13	JANUARY 2013-COLL FEE-(WAT	251.45
		GEARY COUNTY PUBLIC WORKS	2/11/13	WATER-UNLEADED	563.72
			2/11/13	WATER-SURCHARGE 165.8GAL@.	8.29
		HD SUPPLY WATERWORKS, LTD	2/10/13	200 5/8" RUBBER WASHERS	40.43
			2/10/13	3/4 INCH RUBBER MTR WASHER	35.31
		KEY OFFICE EQUIPMENT	2/10/13	STAPLES/ PHONE MSG BOOKS	12.05
			1/31/13	ROLLER INK,	10.05
			1/31/13	INK CARTRIDGE FOR BILLING	262.25
			1/31/13	ROLLER INK-RED	12.18
		BRINKS INCORPORATED	2/11/13	WATER-JANUARY 2013	128.28
		KANSAS GAS SERVICE	1/31/13	900 W SPRUCE	26.90
			1/31/13	2232 W ASH TOWER	26.49
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	59.56
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	498.89
			2/08/13	KPERS #2	514.13
		POSTMASTER	2/07/13	FEB 2013-POSTAGE MACHINE	2,500.00
		CINTAS #451	2/11/13	SCRAPER/BROWN MAT	48.25
			2/11/13	UNIFORMS-LANGDON, KENNY	10.23
			2/11/13	SCRAPER/BROWN MAT	30.07
			2/11/13	UNIFORMS-LANGDON, KENNY	10.23
			2/11/13	SCRAPER/BROWN MAT	48.25
			2/11/13	UNIFORMS-LANGDON, KENNY	10.74
		XEROX CORPORATION	2/01/13	Water Dept Copier	177.39_
				TOTAL:	6,677.09
SEWER DISTRIBUTION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	325.48
			2/08/13	MEDICARE WITHHOLDING	76.14
		VERIZON WIRELESS	1/25/13	MARSTON-761-5354	25.65
		CENTURY UNITED COMPANIES, INC	2/07/13	Copier - PW	17.50
		VANDEBILTS	12/31/12	MARSTON BOOTS 2013	119.99
		HFE PROCESS, INC.	12/31/12	LIFT STATION CHAMBERS & SO	430.57
		ROBERTS TRUCK CENTER	12/31/12	STOCK WHEELS	49.98
			12/31/12	STOCK SWITCHES	35.48
		BARNES DISTRIBUTION	2/07/13	STOCK PIECES	240.64
		CENTRAL POWER SYSTEMS & SERVICES	12/31/12	#922T LANDING GEAR AND S&h	641.31
		KEY EQUIPMENT	12/31/12	OFFICE SUPPLIES	1.27
		GARAGE DOOR PLACE	2/06/13	LABOR TO REPAIR BAY 7	14.81
		DAVE'S ELECTRIC, INC.	12/31/12	BROOKEBEND LIFT STATION WO	52.00
			12/31/12	PW BLDG GEN INSTALL	1,500.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		GEARY COUNTY PUBLIC WORKS	12/31/12	SEWER MAINT-UNLEADED	298.86
			12/31/12	SEWER-MAINT-DIESEL	1,027.31
			12/31/12	FUEL SURCHARGE	18.32
			12/31/12	CARD	0.00
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	27.77
		WESTAR ENERGY	2/11/13	100 HOOVER RD-LIFT PUMP-JA	204.83
			2/11/13	CANDELIGHT LIFT PUMP-JAN-1	131.96
			2/11/13	HIGHLAND LIFT PUMP-JAN 201	147.95
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	62.04
			2/08/13	KPERS #2	382.04
		NAPA AUTO PARTS OF J.C.	12/31/12	BLACK SPRAY PAINT-STOCK	4.26
			12/31/12	STOCK HOSE FOR ALL VEHICLE	1.23
		CINTAS #451	12/31/12	MATS	6.16
			12/31/12	MATS	6.16
		SMITH & LOVELESS, INC	12/31/12	LIFT STATIONS VALVES AND S	833.64_
				TOTAL:	6,683.35
SEWER ADMINISTRATION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	693.67
			2/08/13	MEDICARE WITHHOLDING	162.22
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	58.02
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	431.91
			2/08/13	KPERS #2	581.73
		POSTMASTER	2/07/13	FEB 2013-POSTAGE MACHINE	2,500.00_
				TOTAL:	4,427.55
WASTEWATER PLANTS	WATER & SEWER FUND	OLSSON ASSOCIATES	1/24/13	SWWWTP NUTRIENT FEASIBILIT	9,493.75
		VEOLIA WATER NORTH AMERICA	1/28/13	WASTEWATER UTILITY	104,722.33
			1/28/13	WW MONTHLY R & M FEE	41,412.67_
				TOTAL:	155,628.75
NON-DEPARTMENTAL	STORM WATER	INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	252.50
			2/08/13	SOCIAL SECURITY WITHHOLDIN	136.37
			2/08/13	MEDICARE WITHHOLDING	31.90
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	25.00
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	78.36
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	41.92
			2/08/13	KPERS #2	73.23
		FLEXIBLE SPENDING ACCOUNT #41807030	2/08/13	FIRST STATE BANK	5.21
		UNITED WAY OF JUNCTION CITY-GEARY COUN	2/08/13	UNITED WAY	2.25_
				TOTAL:	646.74
STORM WATER MANAGEMENT	STORM WATER	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	136.34
			2/08/13	MEDICARE WITHHOLDING	31.89
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	11.51
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	93.67
			2/08/13	KPERS #2	109.08_
				TOTAL:	382.49
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPME	CENTURYLINK COMMUNICATION, INC.	2/07/13	EDC	28.54_
				TOTAL:	28.54
SPECIAL HIGHWAY	SPECIAL HIGHWAY FU	CENTURYLINK COMMUNICATION, INC.	2/07/13	ENGINEERING	35.67_
				TOTAL:	35.67
NON-DEPARTMENTAL	SANITATION FUND	INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	1,071.07
			2/08/13	SOCIAL SECURITY WITHHOLDIN	610.99

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			2/08/13	MEDICARE WITHHOLDING	142.90
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	105.09
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	372.95
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	28.86
			2/08/13	KPERS #2	510.41
		FLEXIBLE SPENDING ACCOUNT #41807030	2/08/13	FIRST STATE BANK	15.62
		PRE-PAID LEGAL SERVICES,	2/08/13	PREPAID LEGAL	4.04
		UNITED WAY OF JUNCTION CITY-GEARY COUN	2/08/13	UNITED WAY	3.55_
				TOTAL:	2,865.48
SANITATION PICKUP	SANITATION FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	536.70
			2/08/13	MEDICARE WITHHOLDING	125.53
		VERIZON WIRELESS	1/25/13	IMHAUSEN-223-1758	30.52
			1/25/13	MANN-223-1759	25.67
			1/25/13	SPARE-223-2022	25.65
			1/25/13	WARD-761-5094	25.87
			1/25/13	GRESTY-761-5310	26.51
			1/25/13	NOT OUR PHONE-761-5373	25.65
		CENTURY UNITED COMPANIES, INC	2/07/13	Copier - PW	17.50
		VANDERBILTS	12/31/12	TIM WARD'S BOOTS 2013	119.99
		ROBERTS TRUCK CENTER	12/31/12	585 SWITCH	27.28
			12/31/12	STOCK WHEELS	99.95
			2/01/13	#585 FAN HUB & CLUTCH	2,004.64
			12/31/12	#581 BRACKET	165.10
			12/31/12	STOCK SWITCHES	70.97
			12/31/12	585 ENGINE PART	555.73
		BARNES DISTRIBUTION	2/07/13	STOCK PIECES	481.28
		KEY EQUIPMENT	12/31/12	OFFICE SUPPLIES	2.56
		GARAGE DOOR PLACE	2/06/13	LABOR TO REPAIR BAY 7	29.63
		DAVE'S ELECTRIC, INC.	12/31/12	PW BLDG GEN INSTALL	2,785.00
		GEARY COUNTY PUBLIC WORKS	12/31/12	JAN 13 TRANSFER TICKETS	25,008.85
			12/31/12	SANITATION-UNLEADED	99.62
			12/31/12	SANITATION-DIESEL	4,217.71
			12/31/12	FUEL CHARGE	58.62
			12/31/12	CARDS	0.00
		GROSS WRECKER SERVICE	12/31/12	#583 TOW TO SALINA	430.00
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	47.48
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #2	719.70
		NAPA AUTO PARTS OF J.C.	12/31/12	BLACK SPRAY PAINT-STOCK	8.54
			12/31/12	STOCK HOSE FOR ALL VEHICLE	2.48
			12/31/12	SANITATION LIGHTS	17.58
			12/31/12	#584 EXHAUST CLAMP	10.99
		CINTAS #451	12/31/12	MATS	12.34
			12/31/12	MATS	12.34_
				TOTAL:	37,827.98
SANITATION ADMINISTRAT	SANITATION FUND	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	74.26
			2/08/13	MEDICARE WITHHOLDING	17.37
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	7.50
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	64.53
			2/08/13	KPERS #2	40.84_
				TOTAL:	204.50
SUNDOWN SALUTE	SUNDOWN SALUTE	SUNDOWN SALUTE INC	2/11/13	JAN 2013-WATER BILL DONATI	459.00_
				TOTAL:	459.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
NON-DEPARTMENTAL	DRUG & ALCOHOL ABU	INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	300.66
			2/08/13	MEDICARE WITHHOLDING	29.88
		JUNCTION CITY POLICE	2/08/13	JCPOA	20.00
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	89.35
		KANSAS PUBLIC EMPLOYEES	2/08/13	KP&F	146.94_
				TOTAL:	586.83
DRUG & ALCOHOL ABUSE	DRUG & ALCOHOL ABU	INTERNAL REVENUE SERVICE	2/08/13	MEDICARE WITHHOLDING	29.88
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	10.20
		KANSAS PUBLIC EMPLOYEES	2/08/13	KP&F	362.32_
				TOTAL:	402.40
NON-DEPARTMENTAL	SPECIAL LE TRUST F	INTERNAL REVENUE SERVICE	2/08/13	FEDERAL WITHHOLDING	34.11
			2/08/13	SOCIAL SECURITY WITHHOLDIN	32.50
			2/08/13	MEDICARE WITHHOLDING	7.60
		ING LIFE INSURANCE & ANNUITY COMPANY	2/08/13	ING	25.00
		KANSAS DEPT OF REVENUE	2/08/13	STATE WITHHOLDING	11.92
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	22.29
		FLEXIBLE SPENDING ACCOUNT #41807030	2/08/13	FIRST STATE BANK	8.34_
				TOTAL:	141.76
SPECIAL LAW ENFORCEMEN	SPECIAL LE TRUST F	INTERNAL REVENUE SERVICE	2/08/13	SOCIAL SECURITY WITHHOLDIN	32.50
			2/08/13	MEDICARE WITHHOLDING	7.60
		QUANTICO TACTICAL SUPPLY	2/11/13	FLASH BANGS	1,127.76
		VERIZON WIRELESS	2/11/13	2862656326 DTF PHONE SERVI	44.10
			1/28/13	DTF CELL JANUARY 2013	185.50
		CATHEY FAHEY	2/11/13	JANUARY 2013 MILEAGE	16.65
		MAIN NERVE, LLC	2/11/13	CELLEBRITE CERTIFICATION	750.00
		GEARY COUNTY PUBLIC WORKS	2/08/13	DTF FUEL JANUARY 2013	417.45
		ADVANCE LIFE INSURANCE	2/08/13	ADVANCE LIFE INUSRANCE	3.85
		KANSAS PUBLIC EMPLOYEES	2/08/13	KPERS #1	49.81
		NAPA AUTO PARTS OF J.C.	2/11/13	252086 4 WHEEL DRIVE #226	119.00
		LORI S WITT	2/11/13	11CV282 TRANSCRIPT DEPOSIT	91.00_
				TOTAL:	2,845.22
LAW ENFORCEMENT TRAIN	LAW ENFORCEMENT TR	NASRO	2/11/13	BASIC SRO COURSE #76	495.00
		MAIN NERVE, LLC	2/11/13	CELLEBRITE CERTIFICATION	750.00
		R.A. DORAN & ASSOCIATES	2/08/13	MGMT CRIM INV UNIT TRNG #9	415.00_
				TOTAL:	1,660.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
===== FUND TOTALS =====					
	01	GENERAL FUND		295,240.18	
	02	GRANTS		6,192.51	
	03	RURAL HOUSING DISTRICT		68,454.94	
	10	SPIN CITY		6,499.19	
	12	BOND & INTEREST		8,717.87	
	15	WATER & SEWER FUND		319,921.39	
	18	STORM WATER		1,029.23	
	19	ECONOMIC DEVELOPMENT		28.54	
	22	SPECIAL HIGHWAY FUND		35.67	
	23	SANITATION FUND		40,897.96	
	46	SUNDOWN SALUTE		459.00	
	47	DRUG & ALCOHOL ABUSE FUND		989.23	
	50	SPECIAL LE TRUST FUND		2,986.98	
	54	LAW ENFORCEMENT TRAINING		1,660.00	

		GRAND TOTAL:		753,112.69	

TOTAL PAGES: 15

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF JUNCTION CITY, KS
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/29/2013 THRU 2/11/2013

PAYROLL SELECTION

PAYROLL EXPENSES: NO
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: GL Post Date
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: APPROPRIATIONS--JAN 29-FEB 11 2013-CS
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

Backup material for agenda item:

- b. Consideration and approval of the City Commission Minutes for February 5, 2013.

CITY COMMISSION MINUTES

February 5, 2013

7:00p.m.

CALL TO ORDER

The regular meeting of the Junction City Commission was held on Tuesday, February 5, 2013 with Mayor Pat Landes presiding.

The following members of the Commission were present: Cecil Aska, Scott Johnson, Pat Landes, Jim Sands and Jack Taylor. Staff present was: City Manager Vernon, City Attorney Logan, and City Clerk Ficken.

CONSENT AGENDA

Consideration of appropriation ordinance A-3 dated January 9, 2013 to January 28, 2013 in the amount of \$1,620,899.69. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration and approval of Minutes for Commission Meetings held on January 15, 2013 & January 30, 2013. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of Payroll #1 & #2 for the month of January 2013. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of ambulance contractual obligation adjustments and bad debt adjustments (November 2012). Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of ambulance contractual obligation adjustments and bad debt adjustments (December 2012). Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

The consideration and approval to award bid to Pearson Excavating for the Demolition of 331 W 8th St. in the amount of \$3,050.00. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

The consideration and approval to award bid to Harold Glessner Dirt Contractor for the demolition of 1309 Johnson Dr. in the amount of \$2,300.00. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

The consideration and approval to award bid to Pearson Excavating for the Demolition of 712 W 10th St. in the amount of \$1,880.00. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of the amended 2013 contract for jail services. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of waiver: 2013 fee for business, liquor and catering license fees for City owned recreation facilities. Commissioner Sands moved, seconded by Commissioner Taylor to approve the consent agenda. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

PUBLIC HEARING

A public hearing to consider condemnation of property at 305 E. 8th St. and approval of Resolution 2681. Mayor Landes opened the public hearing. Commissioner Sands moved, seconded by Commissioner Johnson to close the public hearing. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried. Commissioner Sands moved, seconded by Commissioner Johnson to approve R-2681 providing the owner 120 days to repair or remove the structure. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

NEW BUSINESS

Consideration of Final Plat for Dick Edwards Auto Plaza Addition to the City of Junction City, Kansas, as recommended by the Metropolitan Planning Commission. Commissioner Aska moved, seconded by Commissioner Johnson to approve Final Plat for Dick Edwards Auto Plaza Addition to the City of Junction City, Kansas, as recommended by the Metropolitan Planning Commission. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of the Final Plat approval of the replat of Chestington Addition to the City of Junction City, KS, located at the southeast corner of Washington St. and Chestnut St., as recommended by the Metropolitan Planning Commission. Commissioner Sands moved, seconded by Commissioner Taylor to approve the Final Plat of the replat of Chestington Addition to the City of Junction City, Kansas, located at the southeast corner of Washington St. and Chestnut St., as

recommended by the Metropolitan Planning Commission. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of R-2685 support for an application to the Kansas Housing Resources Corporation for a housing tax credit for the final phase of Hickory Hills apartments at 2610 Strauss Boulevard, Junction City, Kansas. Commissioner Sands stated that this development makes housing in Junction City more affordable. Commissioner Taylor stated that the project has been done well, and the developer is experienced with other projects in the state. Commissioner Johnson stated that the low rent at these properties is in direct competition with others paying taxes. Commissioner Aska moved, seconded by Commissioner Sands to approve R-2685. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Presentation concerning Junction City Salary Survey. City Manager Vernon stated that the existing pay schedule is a mess, and it is time to look at it. The current numbered system means nothing on its face. The change would move towards paying for the position and not a number. City Manager Vernon stated that it is time to simplify and update because in some instances subordinates are making more than managers. City Manager Vernon stated that the job descriptions will outline education requirements and responsibilities while the economy and cost of living will also be taken into consideration. City Manager Vernon stated that the City needs to consider comparative cities and competitive Cities when conducting analysis. City Manager Vernon stated that with this information, the Commission can determine where Junction City should be in relation to the market. Commissioner Johnson stated that some Cities may pay more to a position but have fewer employees. City Manager Vernon stated that the City hired Dawn Jaeger to complete the provided salary survey; Geary County used Austin Peters to conduct their survey. City Manager Vernon stated that many factors should be taken into consideration when determining where Junction City should fall within the market. Commissioner Sands stated that it is difficult to budget, and the City should use a step program like the military. City Manager Vernon stated that all the Cities he is aware of budget for positions, and are not on a grade system. Commissioner Aska stated that the State of Kansas system typically involves some creative readjustment, and the new people catch the veterans quickly. Finance Director Beatty stated that a step system at the local level would be very difficult to budget for year to year, and would not be affordable. Commissioner Johnson stated that longevity should be rewarded, and the City should aim for the top third of the market; the increases cannot come from tax increases, but from cutting wasteful programs. Mayor Landes stated that he needs to see where the numbers are before he weighs in. Commissioner Taylor stated that he is interested to see what happens on Ft. Riley regarding the sequestration and potential impact; also the next commission should have input. Commissioner Johnson stated that determining a proper pay schedule will help avoid future union negotiation expenses.

COMMISSIONER COMMENTS

Commissioner Johnson stated that people should read the article in the Lawrence paper regarding Fritzell; it's an example of what a paper should do. The City should look into allowing a few lots to be built at a time on the large developments.

Commissioner Sands stated that elections are approaching, and be sure to participate in the process and Commission meetings. Commissioner Sands stated that it is important to have affordable housing in town because everyone cannot afford a new house.

Commissioner Taylor stated that it is important that people who run for Commission pay their property taxes, and this should be looked into.

Mayor Landes welcomed CVS to town. Mayor Landes stated that the Animal ordinance is approaching the finish line. Mayor Landes stated that he attended an honor society speech and it was great. Mayor Landes wished best luck to those who have decided to run for office.

STAFF COMMENTS

City Manager Vernon stated that he would be attending the Geary Community Hospital event welcoming the new Executive Director.

City Attorney Logan stated that the appropriation will contain expenditure in the amount of \$2,000 regarding the eminent domain settlement. City Attorney Logan stated she has not heard from the Libertarian Party representative who spoke at the last Commission meeting.

ADJOURNMENT

Commissioner Sands moved, seconded by Commissioner Johnson to adjourn at 8:00 p.m. Ayes: Aska, Johnson, Sands, Taylor. Nays: none. Motion carried.

APPROVED AND ACCEPTED THIS 19th DAY OF FEBRUARY AS THE OFFICIAL COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR FEBRUARY 5, 2013.

Tyler Ficken, City Clerk

Pat Landes, Mayor

Backup material for agenda item:

- c. Consideration of Memorandum of Understanding between the City of Junction City and the Junction City Junior Baseball Association for use of City facilities.

City of Junction City

City Commission

Agenda Memo

19 February, 2013

From: Ed Lazear, Parks & Recreation Director
To: Gerry Vernon, City Manager, and City Commission
Subject: **Memorandum of Understanding between the City of Junction City and the Junction City Junior Baseball Association for use of City Facilities.**

Objective: Consideration of a Memorandum of Understanding between the City of Junction City and the Junction City Junior Baseball Association for use of City facilities.

Explanation of Issue: During the 2012 season the Junction City Junior Baseball Association utilized recreational facilities located at North Park and Rathert Stadium for recreational and competitive baseball programs. This Memorandum of Understanding outlines city services provided to the Junction City Junior Baseball Association and the associated fees. This agreement represents the 3rd year of formal contracts between the JCJBA and the City of Junction City. Changes from last years agreement include removal of advertising rights at Rathert Stadium and the current contract will be in effect for two years. Staff did not propose any fee changes for 2013 – 2014 field use agreement.

Budget Impact: Approval of this agreement will provide an estimated \$2,000.00 in revenue for the Parks Department. This amount is based upon fees collected from facility usage in year 2012.

Special Considerations: Parks and Recreation staff has received no comments from the public on this item.

Alternatives:

1. Approve, Disapprove, Modify, Table

Recommendation: City Staff recommends approval of this memorandum of understanding with JCJBA for the 2013 - 2014 seasons.

Enclosures: Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING 2013-2014

This agreement executed by and between the City of Junction City, Kansas, hereinafter referred to as the City and the Junction City Junior Baseball Association, a Kansas Non-profit organization, hereinafter referred to as JCJBA shall be renegotiated biannually.

The City shall provide four (4) ball diamonds at the North Park Complex and (1) ball diamond at Rathert stadium for annual use by JCJBA during youth season from mid May through July, with all practice, game and tournament schedules approved through the Parks and Recreation Department.

The City will provide the following, subject to City budget limits:

1. Restrooms and water fountains in clean working order for participants, spectators, coaches and officials.
2. Playing fields meeting generally agreed upon standards for safety and playability. Maintenance to include infield preparation for practices Monday through Thursday, 5:00-9:00 p.m. or when field conditions dictate otherwise and on game days. Fields will be mowed, trimmed, reseeded, fertilized and watered as determined by the City. The aforementioned duties will be done from May through July.
3. Maintenance of the electrical system for lights and scoreboards for the five (5) ball diamonds at the North Park and Rathert Complexes.
4. Should any "Complex" be vandalized during JCJBA games, it is the responsibility of JCJBA to pay for damaged property. For example, restrooms and concessions are to be maintained in the original condition as presented at the start of the season.
5. City agrees to provide diamond time to the JCJBA in direct proportion to the number of teams playing during the youth baseball season. The Parks and Recreation Department will have control over the blocks that have been allotted. JCJBA diamond time will consist of Mondays - Thursdays between 5:00 p.m. to 9:00 p.m. for practices, game days Mondays – Fridays between 5:00 p.m. to 10:00 p.m. Saturdays between 8:00 a.m. and 8:00 p.m. Sundays between 1:00 p.m. and 7:00 p.m. Weekend days are subject to change in the future when paid facility reservations are scheduled. In these cases, JCJBA will yield.

Scheduling of any/all tournaments that do not fall on the aforementioned days will be submitted to the City of Junction City for approval in a timely manner. The number of tournaments will be negotiated as dictated by the League schedules.

6. Maintenance of the North Park and Rathert Fields will include infield preparation and mowing. Will provide anchor bases/plate for this field.
7. Reasonable parking will be provided at the North Park and Rathert complexes.

8. Will provide trash receptacles and removal of trash from all barrels/cans at the North Park and Rathert Complexes.
9. Will grant access to storage rooms at the North Park and Rathert Complexes to include restrooms, concessions, and ball field lights.
10. Will grant JCJBA permission to sell and erect up to twenty (20) 4' x 8' outfield fence advertising signs at the North Park Complex. Sign design and contents to be approved by Parks and Recreation Director prior to installation.
11. Will provide access to the above-mentioned areas by key access only. JCJBA will be provided twelve (12) keys to be shared between board members. JCJBA will check out keys and return keys at the City Parks Department. If all keys are not returned, JCJBA will replace all locks at their cost.
12. Determination of field conditions and playability. Determine use of field drying methods to be used, quantity of product to be applied and type of product to be used. Will alert a JCJBA member of field conditions in question no later than two (2) hours prior to game time.
13. Rainout games the City will provide field preparation.
14. Will provide two (2) emergency contact numbers for maintenance issues for after working hours.
15. Will provide the necessary updates and maintenance on all fields needed.
16. Will provide ball field preparation services for games and tournaments only.
17. Will provide extra trash receptacles, trash bags for tournaments.

The JCJBA, Inc. will provide the following:

1. Administration of recreational and competitive baseball program in Junction City. They will promote a safe & positive arena for youth baseball to be played.
2. Schedule all league games, all pre and post season tournament games with the approval of the Junction City Parks and Recreation Department.
3. Will provide, schedule & pay for all umpires needed for all JCJBA games.
4. Provide one Adult Supervisor at the North Park and Rathert Complexes during JCJBA games. They will also provide the City with a list of board members and contact

information. JCJBA will also provide a list of authorized coaches to schedule practice on behalf of JCJBA.

5. Copies of schedules for games and tournaments will be approved by the Parks and Recreation Department as soon as League Scheduling makes it possible. The City understands that this schedule can and will be subject to change and it is the responsibility of the JCJBA to get any changes to the Parks and Recreation Department.
6. Will reasonably oversee all aspects on every JCJBA game night. All damages or malfunctions must be reported to the City within the next business day.
7. Agrees to pay the city a fee of **\$25/day/field**, for the use of fields for games only. This fee covers dragging, chalking, chalk, installing bases and keeping the fields maintained.
8. JCJBA agrees to pay **\$25/day/field** for tournaments plus any additional field maintenance requests. Fee to be actual cost to the Parks and Recreation Department.
9. JCJBA is responsible for providing phone and phone line for emergency.

Concessions Amendment

1. The JCJBA will be in charge of operating concessions. Rental fee of \$100 per month for the North Park Concession Area will be owed to the City.

Certification

I, the undersigned hereby certify that I am representing the majority of my organization and that I/my organization will abide by all aforementioned clauses in this document.

Approved this ____ day of February, 2013.

Pat Landes, Mayor

ATTEST:

Tyler Ficken, City Clerk

Brian Field, President
Junction City Junior Baseball Association

Backup material for agenda item:

- d. Consideration of Award of Bid for irrigation and pump repair Rolling Meadows Golf Course. Bid number RM-13-001

Bid: RM 13-001 Irrigation Repair bid sheet 1**New Motor and Pump Repair****Date:** February 7th 2013**Time:** 3:15 PM**Department:** Parks and Recreation

No.	Direct Solicited	Bidder	Local Vendor Preference	Bid Bond	Performance and Material Bond	Addendum	Signed Bid	Bid Amount	*Bid Rank
1	YES	Layne Christensen						Did not bid	
2	YES	Alexander Pump						\$19,033.00	
3	YES	Clarke Well and Equipment						\$21,466.00	
4	YES	Dexter Pump Service						\$27,000.00	
5	YES	Midwest Pump and Controll Inc						Did not bid	
6									
7									
8									
9									
10									

*As Read Only

Bid: RM 13-001 Irrigation Repair bid sheet 2**New Motor and New Pump****Date:** February 7th 2013**Time:** 3:15 PM**Department:** Parks and Recreation

No.	Direct Solicited	Bidder	Local Vendor Preference	Bid Bond	Performance and Material Bond	Addendum	Signed Bid	Bid Amount	*Bid Rank
1	YES	Layne Christensen						Did not bid	
2	YES	Alexander Pump						\$17,714.00	
3	YES	Clarke Well and Equipment						\$22,990.00	
4	YES	Dexter Pump Service						\$31,000.00	
5	YES	Midwest Pump and Controll Inc						Did not bid	
6									
7									
8									
9									
10									

*As Read Only

Bid Sheet 1

Note: For Basis for Comparison, use the requirements for a primary pump for an 18 hole golf public golf course in Kansas.

Please list expected expenses on the numbered list below and list any additional services that may be required. At the bottom, please include a do not exceed price (which will include all unexpected costs).

New Motor Replacement and Pump Repair Cost

<u>Service:</u>	<u>Costs:</u>	
	<u>Per Hour</u>	<u>Per Job</u>

Electric motor:

The motor shall be a heavy duty squirrel cage induction type. NEMA MG-1, 1800 RPM, VHM with a NRR. A suitable thrust bearing is required to carry the vertical load under the wide range of operating conditions, and the designed pumps hydraulic thrust load plus the weight of the rotating parts. The motor shall be high efficiency with a WP-1 enclosure w/a 1.15 SF and the required voltage and phase at 60 HZ

1. 60 HP GE VHS W/1 NRR 3/460 1800
High Eff Inverter Duty

5999⁰⁰

Column Assembly:

Intermediate column lengths and line shaft bearing spacing shall not exceed 10 feet with pump speed up to 2200 RPM

Top pipe shall be less than 5 feet in length.

Epoxy coat ID & OD with Tnemec 140 Epoxy Coating or equal.

Column pipe shall be minimum grade B steel schedule 40 with ends machined to 8 TPI with 3/4" rind spider bearing retainers.

Spiders shall be stainless steel – rubber bearing shall be installed in each spider

Line shaft shall be minimum size of 416 stainless steel, butting faces shall be machined square.

2. 6" x 59" 1/4 TBE

270⁰⁰

3. 3 section 6" x 13/16 x 10' W/SS Shaft

2448⁰⁰

- | | |
|--|--------------------------|
| 4. Top Shaft, Couplings, Discharge and Bowl Bearings, Wear-rings, SS Cap screws (40) Collets (4), Chuck & Bore Bowls, SS Head Shaft W/Nut, Pump Top Shaft, SS Couplings, Packing Box Repair & Bore, New Packing Gland W/ Packing and sand collar | <u>4131⁰⁰</u> |
| 5. Dis-assemble, Sand Blast And Paint Pump Head, Column Pipe and wet end pump. Sand Blast and Epoxy Coat ID (inside dia) & OD (outside) | <u>2116⁰⁰</u> |
| 6. Welding Services | <u>Included</u> |
| 7. Remove old install, new well pipe (Labor) = | <u>1200⁰⁰</u> |
| (Crane rental) = | <u>Included</u> |
| 8. Misc parts = | <u>0</u> |
| 9. Freight costs | <u>800⁰⁰</u> |
| 10. Install well service relief valve | <u>2069⁰⁰</u> |

Total \$ _____ \$ 19,033⁰⁰

Do Not Exceed: 19,033⁰⁰

The bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the RFP.

Bid Sheet 2

Please list estimated cost for a pump motor and complete wet end of pump replacement for comparison purpose (replace versus repair from Bid Sheet #1) per the specifications listed below

1). Scope

This specification is for a deep well line shaft pump with above ground discharge, manufactured for water lubrication of the line shaft bearing by the water being pumped and furnished with a specific driver and accessories. The pumping unit shall be designed and manufactured to be lead free and in accordance with the latest HI (hydraulic institute) AWWA specifications for line shaft turbines.

2). Service conditions

The pump shall be designed and built to operate satisfactorily with a reasonable service life when installed in a proper turbine pump application. The product shall be manufactured by Jensen Wholesale Pump Repair and Supply or other manufacture that can meet the required material standards and performance specifications. (see pg 10)

3). Operating Conditions

Design Conditions:	500 GPM
Design Head	285 Feet TDH
Minimum Pump Eff:	83 Percent
Maximum Pump Speed:	1770 RPM
Liquid Pumped:	Water
Pump Bowl Setting:	35 Feet
Inlet Screen:	Cone

4). Pump construction

Bowl assembly: Close grain cast iron and conform to ASTM A48, Class 30. The intermediate bowl shall be glass lined enamel or epoxy enamel coated. Bowl bearings shall be bronze. All bolts shall be stainless steel and all bowl OD shall be epoxy coated Tnemec 148 epoxy coating or equal.

Impeller: Investment cast 201 or 304 stainless steel, ASTM A296 and shall be enclosed type. They shall be backfilled and balanced and fastened using stainless steel taper locks. C1045 is not acceptable.

Bowl shaft shall be constructed from PSQ 416 stainless steel ASTM A582, pump shaft material shall be precision machined and straightened within .002 - .004 tolerance.

Discharge head assembly: Clean, sandblast and paint. Replace bushing, packing and all necessary parts.

5). Column Assembly:

Intermediate column lengths and line shaft bearing spacing shall not exceed 10 feet with pump speed up to 2200 RPM

Top pipe shall be less than 5 feet in length.

Epoxy coat ID & OD with Tnemec 140 Epoxy Coating or equal.

Column pipe shall be minimum grade B steel schedule 40 with ends machined to 8 TPI with 3/4" rind spider bearing retainers.

Spiders shall be stainless steel – rubber bearing shall be installed in each spider

Line shaft shall be minimum size of 416 stainless steel, butting faces shall be machined square.

6). Electric motor:

The motor shall be a heavy duty squirrel cage induction type. NEMA MG-1, 1800 RPM, VHM with a NRR. A suitable thrust bearing is required to carry the vertical load under the wide range of operating conditions, and the designed pumps hydraulic thrust load plus the weight of the rotating parts. The motor shall be high efficiency with a WP-1 enclosure w/a 1.15 SF and the required voltage and phase at 60 HZ

Total \$ _____ \$ 17,714⁰⁰

Do Not Exceed: 17,714⁰⁰

The bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the RFP.

Other Charges:

none

ALEXANDER PUMP & SERVICES, INC.

17728 NW 62ND STREET

ST. MARYS, KANSAS 66536

The new pump and new 60HP motor will have a 1 year warranty from the date they are installed.

We charge by the job and we prefer being paid by Invoice.

Alexander Pump & Service, Inc. in addition to complete pump services offer remediation of wells, and we sale, service and installation of SCADA, Telemetry and Variable Frequency Drives.

Terry W. Alexander

Alexander Pump & Services, Inc.

ALEXANDER PUMP & SERVICES, INC.

17728 NW 62ND STREET

SAINT MARYS, KANSAS 66536

785-437-6305 FAX: 785-437-2394

REFERENCES:

LEROY BRUNKOW, Mayor

CITY OF BELVUE, BELVUE, KANSAS

785-456-9845

CUSTOMER YEARS: 15 YEARS

BRIAN RUSCHE

CITY OF SENECA, SENECA, KANSAS

785-294-1388

CUSTOMER YEARS: 8 YEARS

DOYLE SOBBA

CITY OF RICHMOND, RICHMOND, KANSAS

785-448-9645

CUSTOMER YEARS: 12 YEARS

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/01/2013

PRODUCER 785.233.1717 FAX 785.233.2679
Brier Payne Meade Insurance, Inc.
5835 S. W. 29th St., Ste. 101
P. O. Box 5637
Topeka, KS 66605-0637

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED Alexander Pump Services Inc.
17728 NW 62nd St
St Marys, KS 66536

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Columbia National

19640

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	CMPK013807	02/24/2012	02/24/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 1,000,000
					PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	CAPK118703	02/24/2012	02/24/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT \$
	OTHER				E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Carlee Johnson/CARLEE

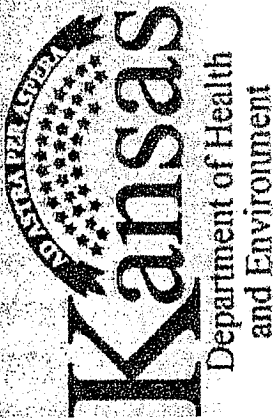
Carlee Johnson

**Insured's Copy

ACORD 25 (2009/01)

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The ACORD name and logo are registered marks of ACORD



WATER WELL CONTRACTORS LICENSE

License #631

This is to certify that ALEXANDER PUMP & SERVICES, INC. is hereby licensed to construct, reconstruct, and treat water wells in the State of Kansas as provided by K.S.A. 82a-1201 to 1219 as amended.

This license expires June 30, 2013.

In testimony whereof, this license is issued this 1st day of July, 2012.

*Kansas Department of Health & Environment
1000 S.W. Jackson Street, Ste. 420
Topeka, KS 66612-1367
Telephone: (785) 296-5524
<http://kdheks.gov/geo>*

Robert M. Moore
Secretary, Department of Health
and Environment

HAZWOPER Refresher

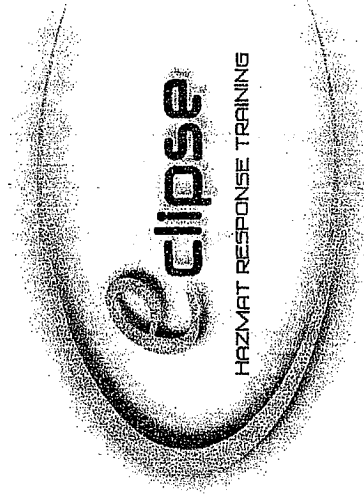
8Hr.

Terry Alexander

Kansas Groundwater Association Conference
January 23, 2013

Training met the requirements of 29 CFR 1910.120

Presented by



Sam Konkel - Instructor

Clarke Well & Equipment, Inc.
8822 3rd St.
Great Bend, KS 67530
Phone: 620-793-8493

Bid Sheet 1

Note: For Basis for Comparison, use the requirements for a primary pump for an 18 hole golf public golf course in Kansas.

Please list expected expenses on the numbered list below and list any additional services that may be required. At the bottom, please include a do not exceed price (which will include all unexpected costs).

New Motor Replacement and Pump Repair Cost

Service:	Per Hour	Costs:
		<u>Per Job</u>
		(Lump Sum Prices)

Electric motor:

The motor shall be a heavy duty squirrel cage induction type. NEMA MG-1, 1800 RPM, VHM with a NRR. A suitable thrust bearing is required to carry the vertical load under the wide range of operating conditions, and the designed pumps hydraulic thrust load plus the weight of the rotating parts. The motor shall be high efficiency with a WP-1 enclosure w/a 1.15 SF and the required voltage and phase at 60 HZ

- | | |
|--|-------------------|
| 1. 60 HP GE VHS W/1 NRR 3/460 1800
High Eff Inverter Duty | <u>\$5,062.00</u> |
|--|-------------------|

Column Assembly:

Intermediate column lengths and line shaft bearing spacing shall not exceed 10 feet with pump speed up to 2200 RPM

Top pipe shall be less than 5 feet in length.

Epoxy coat ID & OD with Tnemec 140 Epoxy Coating or equal.

Column pipe shall be minimum grade B steel schedule 40 with ends machined to 8 TPI with 3/4" rind spider bearing retainers.

Spiders shall be stainless steel – rubber bearing shall be installed in each spider

Line shaft shall be minimum size of 416 stainless steel, butting faces shall be machined square.

- | | |
|---------------------|-----------------|
| 2. 6" x 59" 1/4 TBE | <u>\$238.00</u> |
|---------------------|-----------------|

- | | |
|--|-------------------|
| 3. 3 section 6" x 13/16 x 10' W/SS Shaft | <u>\$2,066.00</u> |
|--|-------------------|

4. Top Shaft, Couplings, Discharge and Bowl Bearings, Wear-rings, SS Cap screws (40) Collets (4), Chuck & Bore Bowls, SS Head Shaft W/Nut, Pump Top Shaft, SS Couplings, Packing Box Repair & Bore, New Packing Gland W/ Packing and sand collar		\$3,490.00
5. Dis-assemble, Sand Blast And Paint Pump Head, Column Pipe and wet end pump. Sand Blast and Epoxy Coat ID (inside dia) & OD (outside)		\$2,160.00
6. Welding Services	Included in Item #10	
7. Remove old install, new well pipe (Labor) =	(Labor & equipment combined)	\$4,935.00
(Crane rental) =		\$500.00
8. Misc parts =		\$2,340.00
9. Freight costs		\$675.00
10. Install well service relief valve		

Total \$ XXXXXXXX \$ \$21,466.00

Do Not Exceed: \$21,466.00

The bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the RFP.

See notes at end of bid sheet #2.

Bid Sheet 2

Please list estimated cost for a pump motor and complete wet end of pump replacement for comparison purpose (replace versus repair from Bid Sheet #1) per the specifications listed below

1). Scope

This specification is for a deep well line shaft pump with above ground discharge, manufactured for water lubrication of the line shaft bearing by the water being pumped and furnished with a specific driver and accessories. The pumping unit shall be designed and manufactured to be lead free and in accordance with the latest HI (hydraulic institute) AWWA specifications for line shaft turbines.

2). Service conditions

The pump shall be designed and built to operate satisfactorily with a reasonable service life when installed in a proper turbine pump application. The product shall be manufactured by Jensen Wholesale Pump Repair and Supply or other manufacture that can meet the required material standards and performance specifications. (see pg 10)

3). Operating Conditions

Design Conditions:	500 GPM
Design Head	285 Feet TDH
Minimum Pump Eff:	83 Percent
Maximum Pump Speed:	1770 RPM
Liquid Pumped:	Water
Pump Bowl Setting:	35 Feet
Inlet Screen:	Cone

4). Pump construction

Bowl assembly: Close grain cast iron and conform to ASTM A48, Class 30. The intermediate bowl shall be glass lined enamel or epoxy enamel coated. Bowl bearings shall be bronze. All bolts shall be stainless steel and all bowl OD shall be epoxy coated Tnemec 148 epoxy coating or equal.

Impeller: Investment cast 201 or 304 stainless steel, ASTM A296 and shall be enclosed type. They shall be backfilled and balanced and fastened using stainless steel taper locks. C1045 is not acceptable.

Bowl shaft shall be constructed from PSQ 416 stainless steel ASTM A582, pump shaft material shall be precision machined and straightened within .002 - .004 tolerance.

Discharge head assembly: Clean, sandblast and paint. Replace bushing, packing and all necessary parts.

5). Column Assembly:

Intermediate column lengths and line shaft bearing spacing shall not exceed 10 feet with pump speed up to 2200 RPM

Top pipe shall be less than 5 feet in length.

Epoxy coat ID & OD with Tnemec 140 Epoxy Coating or equal.

Column pipe shall be minimum grade B steel schedule 40 with ends machined to 8 TPI with ¾" rind spider bearing retainers.

Spiders shall be stainless steel – rubber bearing shall be installed in each spider

Line shaft shall be minimum size of 416 stainless steel, butting faces shall be machined square.

6). Electric motor:

The motor shall be a heavy duty squirrel cage induction type. NEMA MG-1, 1800 RPM, VHM with a NRR. A suitable thrust bearing is required to carry the vertical load under the wide range of operating conditions, and the designed pumps hydraulic thrust load plus the weight of the rotating parts. The motor shall be high efficiency with a WP-1 enclosure w/a 1.15 SF and the required voltage and phase at 60 HZ

Total \$ XXXXXXXXXX \$ \$22,990.00

By 
Brent Clarke

Do Not Exceed: \$22,990.00

Date 2/6/2013

The bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the RFP.

Other Charges:

Add for installing air valve - \$675.00

Notes for both bid sheets

- Sales tax is not included. If a tax exemption can not be provided, add applicable sales tax to bid figures.
- Does not include any electrical other than disconnecting and connecting existing wire splice at VHS motor.
- No discharge pipe parts or repairs except for installing air valve.
- No bonding costs included.

DENTER

Bid Sheet 1

Note: For Basis for Comparison, use the requirements for a primary pump for an 18 hole golf public golf course in Kansas.

Please list expected expenses on the numbered list below and list any additional services that may be required. At the bottom, please include a do not exceed price (which will include all unexpected costs).

New Motor Replacement and Pump Repair Cost

Service:	Costs:	
	Per Hour	Per Job

Electric motor:

The motor shall be a heavy duty squirrel cage induction type, NEMA MG-1, 1800 RPM, VHM with a NRR. A suitable thrust bearing is required to carry the vertical load under the wide range of operating conditions, and the designed pumps hydraulic thrust load plus the weight of the rotating parts. The motor shall be high efficiency with a WP-1 enclosure w/a 1.15 SF and the required voltage and phase at 60 HZ

1. 60 HP GE VHS W/1 NRR 3/460 1800
High Eff Inverter Duty

\$ 4686.25

Column Assembly:

Intermediate column lengths and line shaft bearing spacing shall not exceed 10 feet with pump speed up to 2200 RPM.

Top pipe shall be less than 5 feet in length.

Epoxy coat ID & OD with Tnemec 140 Epoxy Coating or equal.

Column pipe shall be minimum grade B steel schedule 40 with ends machined to 8 TPI with 3/4" rind spider bearing retainers.

Spiders shall be stainless steel - rubber bearing shall be installed in each spider.

Line shaft shall be minimum size of 416 stainless steel, butting faces shall be machined square.

2. 6" x 59" 1/4 TBE

\$ 211.25

3. 3 section 6" x 13/16 x 10' W/SS Shaft

\$ 1912.50

4. Top Shaft, Couplings, Discharge and Bowl Bearings, Wear-rings, SS Cap screws (40) Collets (4), Chuck & Bore Bowls, SS Head Shaft W/Nut, Pump Top Shaft, SS Couplings, Packing Box Repair & Bore, New Packing Gland W/ Packing and sand collar

\$ 3227.50

5. Dis-assemble, Sand Blast And Paint Pump Head, Column Pipe and wet end pump. Sand Blast and Epoxy Coat ID (inside dia) & OD (outside)

\$ 1652.50

\$ 700.00

6. Welding Services

7. Remove old install, new well pipe (Labor) = (Crane rental) =

\$ 6000.00

\$ 2270.00

8. Misc parts =

\$ 2142.00

9. Freight costs

\$ 1200.00

10. Install well service relief valve

\$ 1500.00

Total \$ 25,502

\$

Do Not Exceed: \$ 27,000.00

The bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the RFP.

Bid Sheet 2

Please list estimated cost for a pump motor and complete wet end of pump replacement for comparison purpose (replace versus repair from Bid Sheet #1) per the specifications listed below:

1). Scope:

This specification is for a deep well line shaft pump with above ground discharge, manufactured for water lubrication of the line shaft bearing by the water being pumped and furnished with a specific driver and accessories. The pumping unit shall be designed and manufactured to be lead free and in accordance with the latest HI (hydraulic institute) AWWA specifications for line shaft turbines.

2). Service conditions

The pump shall be designed and built to operate satisfactorily with a reasonable service life when installed in a proper turbine pump application. The product shall be manufactured by Jensen Wholesale Pump Repair and Supply or other manufacture that can meet the required material standards and performance specifications. (see pg 10)

3). Operating Conditions

Design Conditions:	500 GPM
Design Head:	285 Feet TDH
Minimum Pump Eff:	83 Percent
Maximum Pump Speed:	1770 RPM
Liquid Pumped:	Water
Pump Bowl Setting:	35 Feet
Inlet Screen:	Cone

4). Pump construction

Bowl assembly: Close grain cast iron and conform to ASTM A48, Class 30. The intermediate bowl shall be glass lined enamel or epoxy enamel coated. Bowl bearings shall be bronze. All bolts shall be stainless steel and all bowl OD shall be epoxy coated Tnemec 148 epoxy coating or equal.

Impeller: Investment cast 201 or 304 stainless steel, ASTM A296 and shall be enclosed type. They shall be backfilled and balanced and fastened using stainless steel taper locks. C1045 is not acceptable.

Bowl shaft shall be constructed from PSQ 416 stainless steel ASTM A582, pump shaft material shall be precision machined and straightened within .002 - .004 tolerance.

Discharge head assembly: Clean, sandblast and paint. Replace bushing, packing and all necessary parts.

5). Column Assembly:

Intermediate column lengths and line shaft bearing spacing shall not exceed 10 feet with pump speed up to 2200 RPM.

Top pipe shall be less than 5 feet in length.

Epoxy coat ID & OD with Tnemec 140 Epoxy Coating or equal.

Column pipe shall be minimum grade B steel schedule 40 with ends machined to 8 TPI with 3/4" rind spider bearing retainers.

Spiders shall be stainless steel – rubber bearing shall be installed in each spider

Line shaft shall be minimum size of 416 stainless steel, butting faces shall be machined square.

6). Electric motor:

The motor shall be a heavy duty squirrel cage induction type, NEMA MG-1, 1800 RPM, VHM with a NRR. A suitable thrust bearing is required to carry the vertical load under the wide range of operating conditions, and the designed pumps hydraulic thrust load plus the weight of the rotating parts. The motor shall be high efficiency with a WP-1 enclosure w/a 1.15 SF and the required voltage and phase at 60 HZ.

Total \$ 29,757.00 \$ _____

Do Not Exceed: 31,000.00

The bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the RFP.

Other Charges:

Feb 4, 2013

Mr. Cody Osborn
6514 Old Milford Rd.
Milford, KS 66514
Cody.Osborne@jcks.com
O - 785-2384430
C - 785-477-0554

Re: Bid No. RM 13-01

Dear Mr. Osborn:

Thank you for the opportunity to provide a quote on the above listed bid. I will highlight the objectives below:

- 1- I inspected the pump and well site prior to bid submission.
- 2 - I am providing an itemized cost per job as indicated with a do not exceed number.
- 3 - Three References:
 - Wilderness Ridge - Tom Athy - # 402-432-9081
 - Stagg Hill - Mark McCain - 785-313-796
 - Manhattan CC - Cliff Dipman - 785-770-7191
 - Porta Cima & Seasons Ridge - Paul Naudet - 573-280-6551
- 4 - Company Certifications will be provided upon request:
 - As a note: am in the BBB
 - DUNS #
 - Federal ID
 - Insurance Paperwork
- 5 - OK
- 6 - Warranty - 1 Year on New per Manufacturer / Rebuilt Pump - 1 year
Warranty on New Motor per Manufacturer
- 7 - Jensen Wholesale Pump and Repair
 - Internet / Hydro-Flo Pumps Curve - 11LH 4 STAGE
 - Motor GE
- 8 - Charge by the actual job costs from others and the hour for my services and any helpers
Invoice is preferred
- 9 - Available Services
 - Pump and Motor Repair and/or Replace
 - Engineering, Design, Well and Pump Work
 - Controls, PLC & VFD
 - Variety of Pumping Stations:

Rainbird Certified
Flowtronex Certified
Watertrnics Certified
Syncro-Flo and Carroll Childress Certified
Emergency and Remedial Maintenance
Preventative Maintenance Services

City of Junction City

City Commission

Agenda Memo

19 February, 2013

From: Edward Lazear, Parks and Recreation Director
To: Gerry Vernon, City Manager, and City Commission
Subject: **AWARD OF BID FOR IRRIGATION MOTOR AND PUMP REPAIR ROLLING MEADOWS GOLF COURSE**

Objective: Consideration of Award of Bid for irrigation motor and pump repair Rolling Meadows Golf Course (Bid no. RM-13-001).

Explanation of Issue: The primary pump and motor at Rolling Meadows Golf Course has been in use since the course was built and has exceeded its normal life expectancy of 15-20 years. Upon annual professional maintenance inspection of the pump it was determined that it was no longer dependable and could fail at any time.

Two types of bids were solicited. One to completely replace the motor and repair the pump and one to completely replace both the motor and pump. Bids were advertised in the Junction City Daily Union and posted on the City's webpage. Five regional vendors were direct solicited for this project. We received 3 sealed bids from:

	Option 1	Option 2
Alexander Pump and Services Inc. from St . Marys, KS	\$19,033.00	\$17,714.00
Clarke Well and Equipment Inc. from Great Bend, KS	\$21,466.00	\$22,990.00
Dexter Pump Service from Blue Springs, MO	\$27,000.00	\$31,000.00

Staff checked all references and certifications of the vendors before deciding upon a recommendation.

Budget Impact: This item is budgeted in the Rolling Meadows Golf Course 2013 Operating Budget as a capital improvement.

Alternatives:

1. Approve, Disapprove, Modify, or Postpone.

Recommendation: Staff recommends the Award of Bid to Alexander Pump and Service Inc. for Bid Option 2 (to replace pump and motor) for a total not to exceed \$17,714.00.

Special Considerations:

Enclosures: Bid Tabulation and Bid Documents

Backup material for agenda item:

- e. Consideration and approval of a proposed lease of city owned land for purpose of the sale of fireworks to Big Daddy Fireworks for \$3,000.00.

City of Junction City
City Commission
Agenda Memo

February 19, 2013 Meeting

From: Cheryl S. Beatty, Finance Director/Assistant Manager
To: City Commissioners and Gerry Vernon, City Manager
Subject: Fireworks Stand Lease

Objective: Consideration and approval of a proposed lease of city owned land for purpose of the sale of fireworks to Big Daddy Fireworks for \$3,000.00.

Explanation of Issue: Big Daddy Fireworks, LLC has again proposed the lease of land from the city for one fireworks stand at 6th and Franklin Street at the same rate. They have historically been a good steward of this property and abide by all city regulations.

Budget Impact: The 2013 budget includes the receipt of this revenue.

Alternatives: It appears that the City Commission may approve, disapprove, modify, or table this request for lease of land for a fireworks stand.

Recommendation: Staff recommends the approval of the lease agreement.

Suggested Motion: Commissioner _____ moves to approve the lease agreement as proposed from Big Daddy Fireworks, LLC. Commissioner _____ seconded the motion.

Enclosure: Lease agreement

LAND LEASE

This Lease is made and entered on this 19 day of February, 2012, between the City of Junction City, Kansas herein referred to as "Lessor," and Big Daddy Fireworks, LLC, a corporation organized and existing under the laws of the State of Kansas, whose principle place of business is 30 Arapaho, Inman, KS 67502, herein referred to as "Lessee"

Section 1. **Leased Premises.** Lessor leases to lessee, the following real property pursuant to the conditions contained herein, to-wit:

Address- Parking Lot on NE corner of 6th St. and Franklin St.
City, State, Zip –Junction City, KS 66441

Section 2. **Term.** The term of this Lease shall be from June 20, 2013 to July 8, 2013.

Section 3. **Rent.** It is agreed that Lessee shall pay rent to the lessor pursuant to the following. \$3,000

Section 4. **Use of Premises.** Lessee shall use the demised premises exclusively for the purpose of, and limited to the sale of fireworks to the general public. Lessee shall comply with all the laws, ordinances, rules and statutes appropriated governmental authorities affecting the sale of fireworks upon the demised premises during the term of the lease.

Section 5. **Utilities.** Lessor shall not provide utility connections.

Section 6. **Taxes.** Lessor shall be solely responsible for all real estate taxes, levied with respect to the premises and any special assessments relating to such premises.

Section 7. **Indemnification.** Lessee agrees to indemnify, defend and hold Lessor, its elected and appointed officials, employees, agents, boards, commissions, representatives, and attorneys, harmless from and against any claims, damages, demands, costs, penalties, suits, fines, legal and investigation fees and expenses arising or related to any claim or action for injury, liability, or damage to any person, the environment, or the demised premises from Lessee's occupancy or use of the demised premises or from any breach on the part of Lessee of any conditions of this Lease, or from any act or omission of Lessee, its agents, contractors, employees, or invitees in or about the demised premises, except those arising out of the sole negligence or willful misconduct of Lessor, its officers, agents and employees. This indemnification of Lessor by Lessee includes, without limitation, costs incurred in connection with any investigation of site conditions or any cleanup, remedial actions, removal or restoration work required or conducted by any federal, state, or local governmental agency or political subdivision because of Hazardous Materials (as defined in Section 16 below) caused by Lessee to be present on, under, or about the demised premises. Lessee's indemnity obligations as set forth in this Section 7 shall survive the expiration or termination of this Lease.

Section 8. **As Is.** Lessee agrees to take the demised premises in its present condition, "AS

IS” and without any improvements or modifications required on the part of Lessor, except as provided in Section 5. Lessor makes no representation or warranty, express or implied in fact or by law, to Lessee as to the condition of the demised premises or the fitness of the demised premises for its intended use by Lessee.

Section 9. **Insurance.** Lessee shall carry insurance against claims for personal injury or death or property damage occurring in or about the demised premises with any limits that may reasonably be requested by Lessor, but not less than One Million Dollars (\$1,000,000) in the event of bodily injury or death of one person and not less than Two Million Dollars (\$2,000,000) in the event of bodily injury or death to any number of persons in any one accident and broad form property damage coverage of not less than One Million Dollars (\$1,000,000). All policies of insurance shall name Lessor as an additional insured by means of an endorsement which states that Lessee’s insurance coverage is primary to all other coverage Lessor may have. Each policy shall also contain a waiver of subrogation rights in favor of Lessor and provide that Lessor be given at least thirty days’ notice before any termination, cancellation or material modification of the policy. Certificates of Insurance, acceptable to Lessor, evidencing the existence and amount of each insurance policy required hereunder shall be delivered to Lessor prior to the Possession Date. Upon request, Lessee shall provide Lessor copies of any policy required under this Agreement, including all endorsements thereto.

Section 10. **Default.** In the event of a breach by Lessee of any of the terms of this Lease, all rights of Lessee hereunder shall cease and terminate, and in addition to all other rights Lessor may have at law or in equity, Lessor may re-enter the demised premises and take possession thereof without notice and may remove any and all persons and property therefrom, and may also cancel and terminate this Lease; upon any such cancellation, all rights of Lessee in and to the demised premises shall cease and terminate.

Section 11. **Binding Effect.** This Lease is personal to the Lessee and Lessee agrees not to sublease, assign, sell, transfer, encumber, pledge or otherwise hypothecate any part of the Lease without the prior written consent of the Lessor, which consent may be withheld in the Lessor’s sole and absolute discretion. Any purported assignment or sublease by Lessee of this Lease shall be void ab initio and a basis for immediate termination of this Lease. In the event that the Lessor shall provide such prior written consent to an assignment or sublease by Lessee, any such assignment or sublease shall not relieve Lessee of its obligations under this Lease. The covenants and conditions herein contained shall apply to and bind the heirs, legal representatives, and permitted assigns of the parties hereto and covenants are to be construed as conditions of the Lease.

Section 12. **Right to Enter.** Lessor shall have the right to enter the demised premises to inspect the premises at reasonable times during Lessee’s regular business hours, or at any time in case of emergency, to determine whether Lessee has complied with and is complying with the terms and conditions of this Lease. Lessor shall also have the right to enter the demised premises to cure any material breach that remains uncured by Lessee after reasonable notice and opportunity to cure. In addition, Lessor shall have the right to enter the demised premises at any time to respond to any emergency. Nothing in this Section shall be construed to be a limitation or restriction on the exercise of the Lessor’s police power.

Section 13. **Governing Laws.** The terms of this Lease shall be interpreted under the laws of the State of Kansas.

Section 14. **Notices.** All notices required herein by or between the parties hereto shall be either hand delivered or deposited in the United States mail, postage prepaid, to the parties at their respective addresses shown below.

Section 15. **Attorney's Fees.** If any party named herein brings an action to enforce the terms hereof or to declare its rights hereunder, the prevailing party in any such action, on trial and appeal, shall be entitled to recover its costs and reasonable attorney's fees.

Section 16. **Amendments.** No provision of this Lease may be amended or modified except by an agreement in writing executed by both parties hereto.

Section 17. **Sole Agreement.** This Lease constitutes the sole agreement between the Lessor and the Lessee with respect to the demised premises.

IN WITNESS WHEREOF, the parties have executed the Lease the day and year written above.

LANDLORD:

City Of Junction City, Kansas
700 North Jefferson
Junction City, KS 66441

TENANT:

Big Daddy Fireworks, L.L.C.
30 Arapaho
Inman, KS 67502

By: _____
Mayor

Dated: _____

By: _____
Printed Name: _____

Dated: _____

Phone # 620-728-9494

ATTEST:

Tyler Ficken, City Clerk

Backup material for agenda item:

- f. Consideration and formal acceptance the gift of a Harley Davidson motorcycle to the City from City Cycle Sales, Incorporated.

City of Junction City
City Commission
Agenda Memo

February 19, 2013 Meeting

From: Cheryl S. Beatty, Finance Director/Assistant Manager
To: City Commissioners and Gerry Vernon, City Manager
Subject: Acceptance of Gift from City Cycle Sales

Objective: Consideration and formal acceptance the gift of a Harley Davidson motorcycle to the City from City Cycle Sales, Incorporated.

Explanation of Issue: As per sound fiscal policy the City Commission should formally accept the gift of the Harley Davidson from City Cycle Sales, Incorporated as present at our previous meeting.

Budget Impact: No current budget impact. Future maintenance of the vehicle will need to be incorporated in future budgets.

Alternatives: It appears that the City Commission may approve, disapprove, or table the acceptance of this gift.

Recommendation: Staff recommends the acceptance of the gift.

Suggested Motion: Commissioner _____ moves to approve the acceptance of the gift of the Harley Davidson from City Cycle Sales, Inc.. Commissioner _____ seconded the motion.

Enclosure: Copy of Lien Release

KANSAS

DEPARTMENT OF REVENUE
DIVISION OF VEHICLE
TOPEKA, KANSAS 66626-0001
www.ksrevenue.org

LIEN RELEASE

Fax # For Liens (785) 296-2383

VIN: 1HDI1FHM119Y638839

Year: 2009 Make: H-D FLHP

OWNER'S INFORMATION (Last, First, Middle Initial)

Name: City of Junction City Police Department

Name: _____

210 East 9th Junction City Kansas 66441
Address City State ZIP

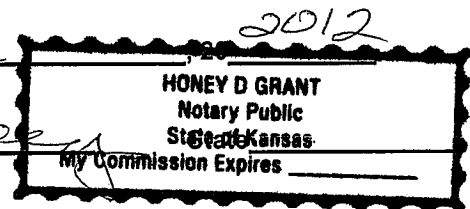
LIENHOLDER INFORMATION: The lienholder listed below certifies that their lien for the vehicle listed herein for the owner(s) shown above has been satisfied and is hereby released.

Lienholder Name: City Cycle Sales, Inc.

Signed by: X Wayne A Jacob

Subscribed and Sworn before me this 21 day of March

Notary Public Honey D. Grant County Geary



My Commission expires on _____

Seal

TITLE TO BE MAILED TO:

REQUIRED (Must be completed)

NAME: City of Junction City Police Department

MAILING ADDRESS: 210 East 9th Street

CITY, STATE, AND ZIP CODE: Junction City, Kansas 66441

INSTRUCTIONS

- The release of lien for a previously issued paper title may be accomplished by attaching this completed form to the title, or by completing the lien release section on the face of the title. The title and/or accompanying release should be forwarded to the person satisfying the lien, or purchasing the vehicle.
- The release of lien for an electronic title may be accomplished by providing this completed form to the person who satisfied the lien, purchased the vehicle, or requested the release, and/or by faxing it to the Title & Registration Bureau at (785) 296-2383.
- The mailing instructions for the title must be completed. Please do not fax the release more than once.

Backup material for agenda item:

- a. Presentation for Detective Al Babcock - Kansas VFW's Fourth District Law Enforcement Officer of the Year

City of Junction City

City Commission

Agenda Memo

02-19-13

From: Tim Brown, Chief of Police
To: Gerry Vernon, City Manager
Subject: **Special Presentation of VFW's Fourth District Law Enforcement Officer of the Year**

Objective: The VFW Fourth District has named Detective Al Babcock its Officer of the Year

Explanation of Issue: Detective Babcock received the VFW Fourth District Law Enforcement Officer of the Year award for his work ethic and his pro active approach to narcotics enforcement. Detective Babcock placed second in the State VFW competition for Law Enforcement Officer of the Year. Detective Babcock was nominated by his Commander, Lieutenant Mike Life.

Budget Impact: There is no impact on the budget.

Alternatives: The Commission may approve, deny, or postpone the presentation.

Special Considerations: There are no special considerations.

Recommendation: Staff recommends the recognition of Detective Al Babcock receiving the VFW Fourth District Officer of the Year award.

Enclosures: Nomination letter

Detective Al Babcock was born and raised in Junction City Kansas. He graduated from Junction City High School in 1984. After graduation Detective Babcock served 2 years in United States Marine Corps. Detective Babcock was hired by the Junction City Police Department on March 18, 2002 and graduated from the Kansas Law Enforcement Training Center later that year. He was promoted to Detective on April 23, 2007 and is assigned to the Junction City/ Geary County Drug Operations Group where he currently investigates drug trafficking offenses and the other crimes associated with that activity.

In 2008 Detective Babcock received a Letter of Commendation for his outstanding police work and he was a member of the Drug Operations Group team that received the Junction City Mark of Excellence award in 2009. Detective Babcock has been a member of the Junction City/Geary County SWAT team. He is a member of the Kansas Peace Officers Association, the Kansas Narcotics Officers Association, and the Junction City Police Officers Association F.O.P. lodge #43. Detective Babcock is also a 4th degree black belt in Taekwondo.

Over the course of Detective Babcock's 10 year career he has proven himself to be an outstanding law enforcement officer and a true asset to this community. A large percentage of the time, modern criminals are extremely mobile. They rely on cellular phones to maintain their criminal contacts but can change vehicles and places of residence frequently. With his uncanny ability to remember information Detective Babcock is able to see a suspicious vehicle, spot a known criminal go into a house, or observe some other seemingly minute activity and recall it when it is pertinent to a current investigation. Det. Babcock is often called on by other officers and Detectives to help solve their investigations by things like identifying someone in a video, advising where they currently live, knowing what vehicle they usually drive down to the license tag number, or knowing places they frequent. Detective Babcock has also established an extensive confidential informant portfolio which can be called on to obtain information not readily available through normal law enforcement channels. As part of his duties Det. Babcock works with many other agencies and has an excellent relationship with them. Det. Babcock is often called upon by these agencies for his assistance with the criminal intelligence that he maintains.

Detective Babcock is assigned to the Drug Operations Group where the majority of his cases are self initiated, not assigned. Detective Babcock consistently is in the top of the department and currently leads the department in arrests of offenders. Detective Babcock is truly thinking of his duties 24 hours a day and often locates wanted criminals while off duty doing other things. During his career Det. Babcock has been ambushed and shot at, had a drug dealer trying to hire someone to murder him and his family, and been assaulted with his family while out shopping. While many people would have considered a career change after this kind of retaliatory action, through all this Det. Babcock has relentlessly continued to protect his community without slowing down one bit.

Detective Babcock also runs the Shop with a Cop program that pairs needy children in the community with a law enforcement officer who takes them shopping for Christmas gifts. The gifts purchased for the children and their families are paid for by donations from the community. But in my opinion, the most impressive demonstration of Detective Babcock's character came in 2009 when he learned he was a bone marrow match for a complete stranger in another state who

was fighting cancer. Detective Babcock went through with the medical procedure and donated the needed bone marrow which allowed the recipient to spend a little more precious time with their family.

I am nominating Detective Alvin Babcock for the Law Enforcement Officer of the Year for his consistent work ethic, good police work, and value to the department and community.

Backup material for agenda item:

- a. Consideration of consulting engineer services for the best qualified consultant for the City of Junction City FAA and other airport capital improvement projects for a five year period.

**Junction City Commission
Agenda Memo
For February 19, 2013**

To: City Commissioners and Gerry Vernon, City Manager
From: Cheryl S. Beatty, Finance Director/Assistant Manager
Subject: **Award of Best Qualified Engineer Consulting Services for Airport Projects**

Objective: Selection for consulting engineer services for the best qualified consultant for the City of Junction City FAA and other airport capital improvement projects for a five year period.

Explanation of Issue: The Federal Aviation Administration requires that a request for qualifications bid process is completed for all engineering/consultant services for all grant funded projects. The process can be done for each project or bid as a five year award of services. The process for selecting the consultant is outlined and preapproved by FAA. Our process and selection criteria was submitted to FAA in November, we received approval to go out to for a request for qualifications in December, and we sent out our request for qualifications the last week in December. Bids were received on January 19th and reviewed by our predesigned selection committee on January 29th. The review committee included the Junction City Airport Advisory Board, Kris Finger, Ray Ibara, and myself.

Attached is a bid review sheet that outlines the bid process and final recommendation. We received three bids and two acknowledgements with statements of intent not to bid. The bid books (50-60 pages each) for each engineering firm is available if you wish to read each bi

The Airport Advisory Board recommends the award of engineering consultant services to Lochner, Inc. as the most qualified bidder.

Budget Impact: All FAA grant projects are awarded as 90/10 grants with the city responsible for 10% of engineer consultant fees. We have included the city's portion of the grant match for the 2013 FAA airport project in the 2013 budget.

Alternatives: The City Commission may approve, modify, or disapprove selection of Lochner, Inc. for engineering consulting services for FAA and other airport projects as presented.

Recommendation: The Airport Advisory Board and staff recommend Lochner, Inc. for airport engineer consulting services for the next five years (2013-2018).

Motion: I, _____, move to approve the selection of engineering consulting services for airport projects to Lochner, Incorporated as presented. Seconded by _____.

Enclosures: Review Worksheet

Airport Advisory Board Meeting for Review of Airport Consultant Request for Qualifications

January 20, 2013 @ 4:30 p.m.

Bids Sent:

Direct solicit to 15 engineering firms.									
Advertised twice in local newspaper.									

One Addendum Sent-

Acknowledgement received from:									
EBH Engineering									
Airport Development Group, Inc.									
Lockner, Inc.									

Bids Received:

1. Airport Development Group, Inc.									
2. Bensch, Inc.									
3. Lochner, Inc.									

Letter o Intent NOT to bid:

1. HNTB, Inc.									
2. Olsson Associates									

Preliminary Ranking after Discussion:

1. Lockner Inc									
2. Airport Development Group, Inc.									
3. Bensch Inc.									

Point ranking on top two firms:

							Total		
1. Lochner	109	105	84	93	89	91	571		
2. Airport Development Group, Inc.	108	105	80	77	82	88	540		

Decision:

Point spread sufficient so did not interview.									
Recommend award to Lochner, Inc.									

Backup material for agenda item:

- b. Consideration and Award of Bid for Police Sport Utility Vehicles

City of Junction City

City Commission

Agenda Memo

02-19-13

From: Tim Brown, Chief of Police
To: Gerry Vernon, City Manager
Subject: **Award of Bid – Nine (9) Sport Utility Vehicles – Police Department**

Objective: Award of bid for nine (9) Chevrolet Tahoes to Kansas Highway Patrol Partners Program for an amount of \$250,227.54 and to declare five (5) five Chevrolet Tahoes, two (2) 2001 Ford Crown Victorias and one (1) 1999 Chevrolet Tahoe as surplus and approve the sale of the vehicles by auction.

Explanation of Issue: The City budgeted within the Police Department the purchase of nine (9) 2013 police package sport utility vehicles to replace five (5) 2009 Chevrolet Tahoe patrol vehicles and two (2) 2001 Ford Crown Victoria fleet vehicles and one (1) 1999 Chevrolet Tahoe. These new vehicles will be used to upgrade the department's existing fleet. Purchase will be made as a direct purchase and will not be made as a lease purchase. It is anticipated all of the vehicles will be in service by August of 2013.

The City advertised with the Daily Union and direct solicited bids for nine (9) sport utility vehicles from several dealerships. A bid was also obtained from the Kansas Highway Patrol Partners Program. Four bids were received. Kansas Highway Patrol Partners Program bid \$250,227.54 for nine (9) 2013 police package Chevrolet Tahoes. Dick Edwards, Junction City, KS bid \$267,084 for nine (9) 2013 non-police package Ford Expeditions. Dick Edwards, Junction City, KS also submitted a bid of \$268,164.00 for nine (9) 2013 police package Ford Explorers. Jim Clark Chevrolet, Junction City, KS bid \$269,820.00 for nine (9) 2013 police package Chevrolet Tahoes.

The Police Department is proposing the existing five (5) Chevrolet Tahoes, two (2) Ford Crown Victorias and one (1) 1999 Chevrolet Tahoe be declared as surplus. Staff plans to sell the vehicles through auction to dispose of them.

Budget Impact: Replacement of these vehicles was approved in the 2013 police budget. The Police Department is proposing the 2009 Chevrolet Tahoes, the 2001 Ford Crown Victorias and the 1999 Chevrolet Tahoe be sold at auction once the new vehicles are in service. Proceeds from this sale will be deposited into the general fund with the exception of the sale of the 1999 Chevrolet Tahoe. This vehicle was seized through asset forfeiture. Proceeds from its sale will be deposited into the Special Law Enforcement Fund.

Alternatives: The Commission may approve, deny or postpone this item.

Special Considerations: There are no special considerations.

Recommendation: Staff recommends the award of bid for the purchase of nine (9) Chevrolet Tahoes to Kansas Highway Patrol Partners Program and the five (5) 2009 Chevrolet Tahoes, the two (2) 2001 Ford Crown Victorias and the one (1) 1999 Chevrolet Tahoe declared as surplus and approve the sale of the vehicles by auction.

Suggested Motion:

Commissioner _____ moves to approve the award of bid for the purchase of nine (9) Chevrolet Tahoes to Kansas Highway Patrol Partners Program for an amount of \$250,227.54 and declare the existing fleet as surplus to be sold by auction.

Commissioner _____ seconded the motion.

Enclosures: Sport Utility Vehicle Bids

Bid:

Chevy Tahoe Bid

Date:

2/11/2013

Time:

3:00 PM

Department:

Police Department

No.	Direct Solicited	Bidder	Local Vendor Preference	Bid Bond	Performance and Material Bond	Addendum	Signed Bid	Bid Amount	*Bid Rank
1	X	Dick Edwards	X					267,084	
2	X	Tim Clark	X					269,820	
3		GSA						250,227 ⁵⁴	
4	X	D. C. Edwards	X					269,164.00	73
5									
6									
7									
8									
9									
10									

* As Read Only

Kansas Highway Patrol

PARTNERS Program

Purchase Requisition



Ordering Agency Junction City Police Dept. Date Feb. 19th 2013
 Contact name Phil Waters Phone# 785-762-5912
 Ship to Address Jim Clark Auto Center Fax# 785-762-3931
 Street 911 Goldenbelt Blvd. Junction City, KS E-Mail phil.waters@jcks.com
 City, Zip Junction City, Kansas 66441 Partners Req# PP-

Manuf Stock#	Description	Qty	Unit	Unit Price	Total Amount	*Retail Value Unit Price
100L-SUV	2013 Chevy Tahoe 4x2 Black (914) IN Color	7		\$27,803.06	\$194,621.42	\$29,980.00 x 7 \$209,860.00
100L-SUV	2013 Chevy Tahoe 4x2 Summit White (504) IN Color	1		\$27,803.06	27,803.06	\$29,980.00
100L-SUV	2013 Chevy Tahoe 4x2 Mocha Steel Metallic (GHA) IN Color	1		\$27,803.06	27,803.06	\$29,980.00
Sub-Total						
Shipping and Handling						
Total					\$250,227.54	\$269,820.00

PARTNERS Cost Savings \$19,992.46

Price Confirmed By _____ Date _____

This order is placed pursuant to the State and Local Law Enforcement Equipment Procurement Program (1122 Program) in support of counter-drug activities under the authority of the State Point of Contact for the State of Kansas.

Make checks Payable to and mail to:
 KHP PARTNERS
 PO Box 2339
 Topeka KS 66601

Point of Contact Signature Phil Waters

Printed Name and Title Phil Waters - Fleet & Facilities Foreman

Ordering Agency Check # _____

Check Amount _____

* Retail Value is the price you would have normally paid to purchase products outside of PARTNERS program



Steering you in the right direction

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www.autochoice.gsa.gov



I am Randy Brown

Price Comparison	Minimum Requirements	Price Discount	Other Features	Clarifications	Emissions	Option	Vendor Performance
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- [Compare Prices](#)
- [Pending Orders](#)
- [Order Status](#)
- [MVDO](#)
- [Vendor Performance](#)
- [Mailing List](#)
- [Vehicle Availability](#)

Links:

- [Fed Veh Stds/Comment Collector](#)
- [NHTSA Five-Star Crash Test and Rollover Ratings](#)
- [NHTSA Defects and Recalls](#)
- [EPA Fuel Economy](#)
- [EPA Green Vehicles](#)
- [EPA Guidance \(EISA\)](#)

Mv Profile

- [AutoChoice Tutorial \(PDF\)](#)
- [AutoChoice Tutorial \(Video\)](#)
- [1122 Tutorial \(PDF\)](#)
- [AFV's Guide](#)

Logout**SUMMARY****POLICE USE VEHICLES - (100L - SUV, POLICE USE, 4 DOOR)**

CONTRACTOR	MODEL	MODEL YR.	ADDITIONAL INFO	MPG (City/Hwy/Combined)	g CO2/mile	TOTAL PRICE	N/A
FORD	POLICE INTERCEPTOR UTILITY	2013		16/22/18	486	\$ 24,996.38	*
GM	TAHOE	2013		15/21/17	523	\$ 27,803.06	

Note: Incl. (Includes) = The selected option is part of a package that includes the listed options.

Req. (Requires) = In order to get the selected option, you must also select from the listed required options.

Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: "*" Denotes that one or more options are **NOT AVAILABLE (N/A)**. Please see Contract Detail below:

In accordance with FAR 16.505(b), you must indicate if vendor was given fair opportunity consideration or you must indicate if an exception applies.

Fair Opportunity:

Manufacturer	FORD	GM
Model Picture		
Model	Police Interceptor Utility	TAHOE
Model Year	2013	2013
Additional Info		
Program 1122	Yes	Yes
Base Price \$ (A)	24,066.00	26,400.00
+ Vehicle Options :		
BAT2	N/A	170.00
CM	103.00	170.00
D3	0.00	260.00
DDRL	-37.00	0.00
DTG	0.00	0.00
FOBS	N/A	70.00
KA	41.00	25.00
Excl : <input type="checkbox"/> RKE		
MER2	N/A	0.00
PWD	0.00	0.00
RB	N/A	0.00
RKE	213.00	0.00
Excl : <input type="checkbox"/> KA		
SL	324.00	400.00
Incl: SLED		
Addtl Required Vehicle Options(G)	0.00	0.00
Total Vehicle Options (B)	644.00	1,095.00
= Subtotal Unit Price (A+B+G)	24,710.00	27,495.00
Quantity (C)	x 9	x 9
= Sub-Total\$ (A+B+G)*C	222,390.00	247,455.00
+ Order Options :		
PSME x qty 1	350.00	295.00
Total Order Options(D)\$	350.00	295.00
= Total Price \$(A+B+G)*C+D)	222,740.00	247,750.00
+ GSA Surcharge	2,227.40	2,477.50
=Total Selling Price (F)	224,967.40	250,227.50
=Unit Selling Price \$) (F/C)	24,996.38	27,803.06
	X Not Buildable	Select Model

[Recalculate](#)[Why it is not buildable?](#)[Back to Options](#)

MPG and g CO2/mile Comparison

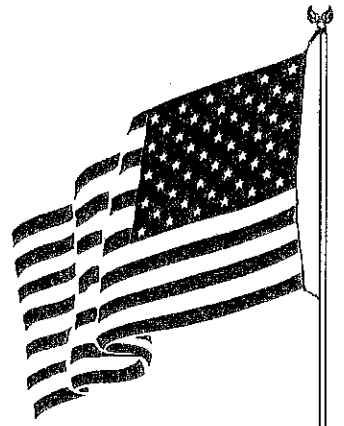
Vehicle Model	Police Interceptor Utility		TAHOE	
Base/Options	MPG	g CO2/mile	MPG	g CO2/mile
Base Model	16/22/18	486	15/21/17	523

Option Description	Vendor Data
BAT2 - Dual Batteries	
CM - CARPETED FLOOR COVERING	
D3 - SPECIAL TRACTION DIFFERENTIAL, AUTOMATIC	
DDRL - DEACTIVATE DAYTIME RUNNING LIGHTS	
DTG - DARK TINTED GLASS	
FOBS - SIX REMOTE KEY FOBS	
KA - SAME KEY ON ORDER	
MER2 - MIRRORS-EXTERIOR-REARVIEW-LEFT & RIGHT-HEATED/REMOTE	
PSME - PARTS AND SERVICE MANUALS -- ELECTRONIC	
PWD - POWER DRIVER'S SEAT	
RB - RUNNING BOARDS	
RKE - REMOTE KEYLESS ENTRY	
SL - SPOTLIGHT	
SLED - LED Spotlight	



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Jim CLARK



Jim Clark Chevrolet's bid includes all components requested in the Request for Bid with the following deviations:

1. Vehicles will be ordered with key cylinders that match the existing fleet of Tahoe's so the bid does not include 70 additional keys.
2. This bid includes a Brake system that is a modified Police "City Brake Package"
3. This bid includes an option that makes the Inside rear door handles inoperative.
4. This bid includes a Left hand spot light.
5. This bid includes a heavy-duty locking rear differential.

Thank you for the opportunity to bid the Tahoe Police Vehicles. While it is impossible to compete with the GSA purchase program on dollars alone; I would respectfully offer that purchasing the vehicles configured with the best components for long term durability and usefulness from the local dealer who demonstrates the knowledge and experience to help determine what that configuration is has some value. Thank you for your consideration.

Sincerely;

A handwritten signature in cursive script that reads "Willie Thornberg".

Willie Thornberg
General Manager
Jim Clark Chevrolet-Cadillac

Request for Bid – Police Sport Utility Vehicle
City of Junction City

Item Summary:

9-2013 Police Sport Utility Vehicles 4x2 Full Size ½ ton, 4dr. 5 passenger.

Please submit your bid by completing the following form. Either specify the details or indicate whether the vehicle submitted would comply with a specific minimum requirement.

A Full size 4X2 ½ ton, police sport utility vehicle. The vehicle will be a 5 passenger vehicle with Black running boards. The nine vehicles will be painted black in color (41U).

<u>COMPONENTS REQUESTED</u>	<u>Minimum Requirement</u>	<u>Description of Proposed Vehicle Items</u>
Make		Chevrolet
Model		Tahoe Police Pkg
Model Year	2013	✓
Miles Per Gallon: City/Highway/Combined		15 / 21 / 18
Body/Chassis:		
MFG Model Code		CC10766
Gross Vehicle Weight Rating-min/max lbs	6700	6800
Wheel Base min. in.	116	116
Body Style		White Body side moldings
Engine Minimums:		
Engine Type - Cylinders/Liters	8 Cylinders/5.3 liter	8 cyl / 5.3
Horsepower (min)	320 or more	320
Torque (lb ft)	335 or more	335
Transmission:		
Automatic Transmission	6 speed	✓
Drive Axle:		
Primary Drive Axle	Rear	✓
Differential Type/Ratio	3.08	✓
Electrical:		
Alternator, Min. (Amps)	160 amps or more	✓
Battery, Min. (CCA)	660 cca	There must be two batteries installed in the vehicle (2) 660 cca Batteries
Fuel:		
Fuel Capacity Min Gallons	26 or more	26

Doors and Windows:		Dark tinted glass ✓ Remote keyless entry ✓ Power windows and door locks ✓ Rear door lift gate ✓ 6 Fobs per. vehicle ✓ All keys will be keyed alike Need 70 keys total for the 9 vehicles — See Attached Description Rear window defroster ✓
Wipers-Windshield-Intermittent		✓
Rear window wiper		✓
Lights and Lighting:		
Daytime Running Lights		The daytime running lights will be shut off for police work. ✓
Interior:		
Air Conditioning		✓
Power Steering/ Tilt		✓
Upholstery	Cloth Front seats	Front row will be 6-8 way ✓ Electric bucket seats ✓ Rear seat will be vinyl ✓
Cruise Control		
Floor:		
Floor Coverings		The floor will be carpeted ✓ Matching floor mats
Radio:		
AM/FM Radio		With compact Disc Player ✓
Seats:		
Seating Capacity Minimum	Five	First Row Bucket with no console between the seats ✓
Safety:		
Power Antilock Brakes, Front & Rear		✓
Restraint System, All seated positions		✓
Tires & Wheels		
Spare Tire Assembly		Full Size ✓
Tires Minimum		LT 265/60 R 17 A/S Police ✓
Towing:		
Rear Bumper		✓
Front tow hooks		✓
Warranty:		
OEM Comprehensive Warranty	3 yr/36,000 mile Bumper to Bumper	✓
OEM Power Train Warranty	5 year/100,00	✓
OEM Corrosion Warranty	6 year/100,00	✓

TOTAL PRICE:		\$
Added Alternative:		
Remote Keyless Start ✓ Remote Keyless Entry ✓ Six Fobs per. vehicle ✓ Seventy Keyed alike keys ✓ Carpeted Floor Covering ✓ Matching Floor Mats ✓ Black Running Boards ✓ Body side moldings ✓ One parts & service electronic manual ✓		\$ 269,820 ⁰⁰

All bids submitted to Tyler Ficken by 3:00 p.m., February 1st, 2013 at City Hall, 700 N. Jefferson, Junction City, KS 66441. All bids prices submitted shall be valid for 30 days.

Questions: Please call Tyler Ficken at 785-238-3103, ext 436.

Name and address of person/business submitting bid:

Name Willie Thornberg
 Address 911 Golden Belt Blvd
Junction City KS 66441

Contact Person: Willie Thornberg Phone: 785-238-3141

Signature of person submitting the bid:

Willie Thornberg

Date: 1-18-13

The City reserves the right to reject any or all bids. The request for bid is not a contract or agreement to purchase and the City may or may not choose to proceed forward with the award of bid. The award of bid is not solely based on the 'lowest' bid.

2013 Fleet/Non-Retail Chevrolet Tahoe 2WD 4dr 1500 Commercial CC1070

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
CC10706	2013 Chevrolet Tahoe 2WD 4dr 1500 Commercial	\$39,830.00

SELECTED VEHICLE COLORS - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
19C	EBONY, PREMIUM CLOTH SEAT TRIM	\$0.00
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard Equipment	\$0.00
1LR	BRAKE SYSTEM, MODIFIED POLICE "CITY BRAKE PACKAGE" (Requires (PPV) Identifier for Police Vehicle.)	\$0.00
41U	BLACK	\$0.00
5T5	SEATS, REAR VINYL WITH FRONT CLOTH SEATS Provides vinyl rear seats and cloth front seats (Requires interior trim code (19C) Ebony and RPO (AZ3) front 40/20/40 split-bench with premium cloth seats or RPO (A95) front bucket with premium cloth seats.)	INC
6B2	DOOR HANDLES, INSIDE REAR DOORS INOPERATIVE (doors can only be opened from outside) (Requires (PPV) Identifier for Police Vehicle.)	\$66.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2013 Fleet/Non-Retail Chevrolet Tahoe 2WD 4dr 1500 Commercial CC1070

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
6E2	KEY COMMON, COMPLETE VEHICLE FLEET. Provides a single key with a specific code that is common to the door locks and ignition of all the vehicles in the vehicle fleet. Key code is an alternate to SEO (6E8) complete vehicle fleet common key. NOTE: Compatible with 2008 and beyond Impala police vehicles (Requires (PPV) Identifier for Police Vehicle.)	\$25.00
6J1	IGNITION 100-amp main power supply wiring at instrument panel and trunk cargo area. (Requires (PPV) Identifier for Police Vehicle.)	INC
7X6	SPOTLAMP, LEFT-HAND (Requires (PPV) Identifier for Police Vehicle.)	\$460.00
9G8	HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CONTROL DELETE. Deletes the standard daytime running lamps and automatic headlamp control features from the vehicle for police stealth surveillance (Requires (PPV) Identifier for Police Vehicle.)	\$1.00
9N5	FLOOR CONSOLE DELETE Deletes the floor console and associated audio equipment that is included with premium cloth high back bucket seats. All exposed floor areas will remain untrimmed (Requires RPO (A95) front bucket seats with premium cloth.) *CREDIT*	\$0.00
A95	SEATS, FRONT BUCKET WITH PREMIUM CLOTH (AG1) 6-way power driver and (AG2) front passenger seat adjusters, adjustable head restraints, driver manual lumbar control, floor console and rear storage pockets (With (PPV) Identifier for Police vehicle, requires (9N5) console delete.)	INC
AG2	SEAT ADJUSTER, FRONT PASSENGER 6-WAY POWER	INC
AMF	REMOTE KEYLESS ENTRY FLEET PACKAGE, PROGRAMMABLE includes 6 additional remotes (Requires (PPV) Identifier for Police Vehicle.)	\$75.00
AP3	REMOTE VEHICLE STARTER SYSTEM includes Remote Keyless Entry	\$195.00
ATD	SEAT DELETE, THIRD ROW PASSENGER (Requires a fleet or government order type.) *CREDIT*	INC
B30	FLOOR COVERING, COLOR-KEYED CARPETING (Includes (B58) color-keyed floor mats. Not available with (19V) Ebony vinyl trim.)	\$190.00
B58	FLOOR MATS, COLOR-KEYED CARPETED FIRST AND SECOND ROW, REMOVABLE (Included and only available with (B30) color-keyed carpeting.)	INC

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Customer File:

2013 Fleet/Non-Retail Chevrolet Tahoe 2WD 4dr 1500 Commercial CC1070

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

Code	Description	MSRP
B85	MOLDINGS, COLOR-KEYED BODYSIDE (Included and only available with (5T4) Victory Red exterior body colored parts or (PPV) Identifier for Police Vehicle.)	\$100.00
---	BID ASSISTANCE Authorization code: hope	\$0.00
C5U	GVWR, 6800 LBS. (3084 KG) (Requires (PPV) Identifier for Police Vehicle.)	INC
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
G80	DIFFERENTIAL, HEAVY-DUTY LOCKING REAR	\$295.00
GU4	REAR AXLE, 3.08 RATIO (Not available with (K5L) Heavy-Duty Trailing Package.)	INC
K47	AIR CLEANER, HIGH-CAPACITY	INC
K5T	BATTERIES, DUAL, 660 COLD-CRANKING AMPS with 80 amp rating (Requires (PPV) Identifier for Police Vehicle.)	\$190.00
KC4	COOLING, EXTERNAL ENGINE OIL COOLER, HEAVY-DUTY AIR-TO-OIL, INTEGRAL TO DRIVER SIDE OF RADIATOR (Included and only available with (K5L) Heavy-Duty Trailing Package.)	INC
KNP	COOLING, AUXILIARY TRANSMISSION OIL COOLER, HEAVY-DUTY AIR-TO-OIL (Included and only available with (K5L) Heavy-Duty Trailing Package.)	INC
---	KEY, SINGLE, 2-SIDED (Requires (PPV) Identifier for Police Vehicle.)	INC
LMG	ENGINE, VORTEC 5.3L V8 SFI FLEXFUEL with Active Fuel Management, capable of running on unleaded or up to 85% ethanol (with gas - 320 hp [238.6 kW] @ 5400 rpm, 335 lb-ft of torque [452.2 N-m] @ 4000 rpm, with E85 ethanol - 326 hp [243.1 kW] @ 5300 rpm, 348 lb-ft of torque [469.8 N-m] @ 4400 rpm), iron block (STD)	\$0.00
---	LUGGAGE RACK, DELETE (Requires (PPV) Identifier for Police Vehicle.)	INC
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode (STD)	\$0.00
PPV	IDENTIFIER FOR POLICE VEHICLE. Utilized to identify a vehicle as a police/fire for marketing, order-build process and emission certification purposes (Must be specified.)	-\$4,730.00

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Customer File:

2013 Fleet/Non-Retail Chevrolet Tahoe 2WD 4dr 1500 Commercial CC1070

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
PZZ	SKID PLATE PACKAGE includes only aluminum front underbody shield starting behind front bumper and running to 1st cross-member, protecting front underbody and oil pan (Requires (PPV) Identifier for Police Vehicle.)	INC
QAR	TIRES, P265/60R17 ALL-SEASON, POLICE, V-RATED (Requires (PPV) Identifier for Police Vehicle.)	INC
QV9	WHEELS, 5 - 17" X 7.5" (43.2 CM X 19.1 CM) STEEL, POLICE (Requires (PPV) Identifier for Police Vehicle.)	INC
—	SAFETY BELTS, 3-POINT, DRIVER AND FRONT PASSENGER IN ALL SEATING POSITIONS (Requires (PPV) Identifier for Police vehicle.)	INC
UE0	ONSTAR, DELETE *CREDIT*	INC
UN9	RADIO SUPPRESSION, BRAIDED BRASS STRAPS attached to various body locations (Requires (PPV) Identifier for Police Vehicle.)	INC
US8	AUDIO SYSTEM, AM/FM STEREO WITH MP3 COMPATIBLE CD PLAYER seek-and-scan, digital clock, auto-tone control, Radio Data System (RDS), speed-compensated volume, TheftLock and auxiliary audio input jack (STD)	\$0.00
UT7	GROUND STUDS, AUXILIARY 2 per vehicle in the rear compartment (Requires (PPV) Identifier for Police Vehicle.)	INC
V76	RECOVERY HOOKS, FRONT, FRAME-MOUNTED (Standard on 4WD models. Available on 2WD models.)	INC
VK3	LICENSE PLATE FRONT MOUNTING PACKAGE (Will be forced on orders with ship-to states that require a front license plate.)	\$0.00
VPV	SHIP THRU, PRODUCED IN ARLINGTON ASSEMBLY AND SHIPPED TO KERR INDUSTRIES AND ONTO ARLINGTON ASSEMBLY (MSRP = \$130.00)	INC
VQ2	FLEET PROCESSING OPTION	\$0.00
—	WIPERS, FRONT INTERMITTENT WET-ARM with flat blade and pulse washers (Requires (PPV) Identifier for Police Vehicle.)	INC
Z56	SUSPENSION, HEAVY-DUTY, POLICE-RATED front, independent torsion bar, and stabilizer bar and rear, multi-link with coil springs (Requires (PPV) Identifier for Police Vehicle.)	INC
ZAK	TIRE, SPARE P265/60R17 ALL-SEASON, POLICE, V-RATED (Requires (PPV) Identifier for Police Vehicle.)	INC

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Customer File:

2013 Fleet/Non-Retail Chevrolet Tahoe 2WD 4dr 1500 Commercial CC1070

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2013 Fleet/Non-Retail CC10706 2WD 4dr 1500 Commercial

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
ZY1	SOLID PAINT	\$0.00
OPTIONS TOTAL		-\$3,133.00

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NON-Police Interceptor

2013 Ford Expedition 4x2 Tax Black metallic
 TOTAL PRICE: 9X 29,676.00 \$ 267,084.00

Added Alternative:		
Remote Keyless Start		
Remote Keyless Entry		
Six Fobs per. vehicle		
Seventy Keyed alike keys		
Carpeted Floor Covering		
Matching Floor Mats		
Black Running Boards		
Body side moldings		
One parts & service electronic manual	All included	\$ 267,084.00

All bids submitted to Tyler Ficken by 3:00 p.m., February 1st, 2013 at City Hall, 700 N. Jefferson, Junction City, KS 66441. All bids prices submitted shall be valid for 30 days.

Questions: Please call Tyler Ficken at 785-238-3103, ext 436.

Name and address of person/business submitting bid:

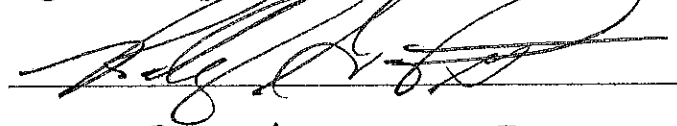
Name Dick Edwards Auto Plaza

Address 375 GRANT AVE

Junction City, KS 66441

Contact Person: Rodney Pratt Phone: 785-238-5117

Signature of person submitting the bid:



Date: 2-1-2013

The City reserves the right to reject any or all bids. The request for bid is not a contract or agreement to purchase and the City may or may not choose to proceed forward with the award of bid. The award of bid is not solely based on the 'lowest' bid.

Fleet Code
QC 955

Request for Bid – Police Sport Utility Vehicle
City of Junction City

Item Summary:

9-2013 Police Sport Utility Vehicles 4x2 Full Size ½ ton, 4dr. 5 passenger.

Please submit your bid by completing the following form. Either specify the details or indicate whether the vehicle submitted would comply with a specific minimum requirement.

A Full size 4X2 ½ ton, police sport utility vehicle. The vehicle will be a 5 passenger vehicle with Black running boards. The nine vehicles will be painted black in color (4TU).

tax. BLACK (Black metallic)

COMPONENTS REQUESTED	Minimum Requirement	Description of Proposed Vehicle Items
Make		FORD
Model		EXPEDITION
Model Year	2013	2013
Miles Per Gallon: City/Highway/Combined		21/30
Body/Chassis:		
MFG Model Code		41F
Gross Vehicle Weight Rating-min/max lbs	6700	7200
Wheel Base min. in.	116	119"
Body Style		White Body side moldings
Engine Minimums:		
Engine Type - Cylinders/Liters	8 Cylinders/5.3 liter	8 cyl 5.4
Horsepower (min)	320 or more	310
Torque (lb ft)	335 or more	365
Transmission:		
Automatic Transmission	6 speed	6 speed Auto
Drive Axle:		
Primary Drive Axle	Rear	RWD
Differential Type/Ratio	3.08	3.73
Electrical:		
Alternator, Min. (Amps)	160 amps or more	150 AMPS
Battery, Min. (CCA)	660 cca	There must be two batteries installed in the vehicle 650 CCA NO 2 BATT OPTION
Fuel:		
Fuel Capacity Min Gallons	26 or more	28 GAL.

Doors and Windows:	S	Dark tinted glass
	S	Remote keyless entry
	S	Power windows and door locks
	S	Rear door lift gate
		6 Fobs per. vehicle
		All keys will be keyed alike
		Need 70 keys total for the 9 vehicles
	S	Rear window defroster
Wipers-Windshield-Intermittent	S	
Rear window wiper	S	
Lights and Lighting:		
Daytime Running Lights	430	The daytime running lights will be shut off for police work.
Interior:		
Air Conditioning	S	
Power Steering/ Tilt	S	
Upholstery	Cloth Front seats	Front row will be 6-8 way
	S	Electric bucket seats
	1st & 2nd Row	Rear seat will be vinyl
Cruise Control	S	
Floor:		
		The floor will be carpeted
Floor Coverings	1st & 2nd Row	Matching floor mats
Radio:		
AM/FM Radio	S	With compact Disc Player
Seats:		
Seating Capacity Minimum	102R Five	First Row Bucket with no console between the seats
Safety:		
Power Antilock Brakes, Front & Rear	S	
Restraint System, All seated positions	S	
Tires & Wheels		
Spare Tire Assembly		Full Size
Tires Minimum		LT 265/60 R 17 A/S Police
		P265/70R17 BSW
Towing:		
Rear Bumper	S	
Front tow hooks		
Warranty:		
OEM Comprehensive Warranty	3 yr/36,000 mile	
	Bumper to Bumper	
OEM Power Train Warranty	5 year/100,00	
OEM Corrosion Warranty	6 year/100,00	

Alternative Vehicle
2013 Ford Explorer AND Police Interceptor

V-6 Road Ready with Police WRAP		
TOTAL PRICE:	9X 29,796	\$ 268,164.00

Added Alternative:		
Remote Keyless Start		
Remote Keyless Entry		
Six Fobs per. vehicle		
Seventy Keyed alike keys		
Carpeted Floor Covering		
Matching Floor Mats		
Black Running Boards		
Body side moldings		
One parts & service electronic manual	All included	\$ 268,164.00

All bids submitted to Tyler Ficken by 3:00 p.m., February 1st, 2013 at City Hall, 700 N. Jefferson, Junction City, KS 66441. All bids prices submitted shall be valid for 30 days.

Questions: Please call Tyler Ficken at 785-238-3103, ext 436.

Name and address of person/business submitting bid:

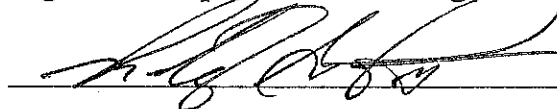
Name Dick Edwards Auto Plaza

Address 375 GRANT AVE

Junction City, KS 66441

Contact Person: Redney Pratt Phone: 785-238-5114

Signature of person submitting the bid:



Date: 2-1-2013

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Request for Bid – Police Sport Utility Vehicle
City of Junction City

Item Summary:

9-2013 Police Sport Utility Vehicles 4x2 Full Size ½ ton, 4dr. 5 passenger.

Please submit your bid by completing the following form. Either specify the details or indicate whether the vehicle submitted would comply with a specific minimum requirement.

A Full size 4X2 ½ ton, police sport utility vehicle. The vehicle will be a 5 passenger vehicle with Black running boards. The nine vehicles will be painted black in color (41U).

Alternative Vehicle (Police Interceptor)

<u>COMPONENTS REQUESTED</u>	<u>Minimum Requirement</u>	<u>Description of Proposed Vehicle Items</u>
Make		FORD
Model		EXPLORER INTERCEPTOR
Model Year	2013	2012
Miles Per Gallon: City/Highway/Combined		16 city 21 Hwy
Body/Chassis:		
MFG Model Code		K8A
Gross Vehicle Weight Rating-min/max lbs	6700	7110
Wheel Base min. in.	116	112.6
Body Style		White Body side moldings ?
Engine Minimums:		
Engine Type - Cylinders/Liters	8 Cylinders/5.3 liter	3.7 V6
Horsepower (min)	320 or more	304
Torque (lb ft)	335 or more	279
Transmission:		
Automatic Transmission	6 speed	6 speed Auto
Drive Axle:		
Primary Drive Axle	Rear	4X4
Differential Type/Ratio	3.08	3.65
Electrical:		
Alternator, Min. (Amps)	160 amps or more	220 AMP
Battery, Min. (CCA)	660 cca	There must be two batteries installed in the vehicle 750 CCA Single Batt
Fuel:		
Fuel Capacity Min Gallons	26 or more	18.6

Doors and Windows:	S 252nd 59.5	Dark tinted glass
	S	Remote keyless entry
	S	Power windows and door locks
		Rear door lift gate
		6 Fobs per. vehicle
	59E	All keys will be keyed alike Need 70 keys total for the 9
	S	vehicles
	S	Rear window defroster
Wipers-Windshield-Intermittent	S	
Rear window wiper	S	
Lights and Lighting:		
Daytime Running Lights	942	The daytime running lights will be shut off for police work.
Interior:		
Air Conditioning	S	
Power Steering/ Tilt	S	
Upholstery	Cloth Front seats	Front row will be 6-8 way
	S	Electric bucket seats DRIVER
		Rear seat will be vinyl
Cruise Control	S	
Floor:		
		The floor will be carpeted
Floor Coverings	16C	Matching floor mats
Radio:		
AM/FM Radio	S	With compact Disc Player
Seats:		
Seating Capacity Minimum	S Five	First Row Bucket with no console between the seats
Safety:		
Power Antilock Brakes, Front & Rear	S	
Restraint System, All seated positions	S	
Tires & Wheels		
Spare Tire Assembly	S	Full Size
Tires Minimum	245/55R18	LT 265/60 R 17 A/S Police
Towing:		
Rear Bumper		
Front tow hooks		REAR ONLY
Warranty:		
OEM Comprehensive Warranty	3 yr/36,000 mile Bumper to Bumper	S
OEM Power Train Warranty	5 year/100,00	S
OEM Corrosion Warranty	6 year/100,00	S

2013 UTILITY POLICE INTERCEPTOR POLICE INTERCEPTOR CONTENT

Unique Utility Police Interceptor Features Include:

MECHANICAL

- AWD Drivetrain – Standard for enhanced handling precision and unsurpassed traction on wet or dry surfaces
- 3.7L Ti-VCT V6 FFV High efficient Police Calibrated (V6 displacement technology is optimal for long days spent idling or on the job)
- Brakes – Police calibrated high performance system.
- 4-Wheel heavy-duty disc w/heavy-duty front and rear calipers
- Rotors – large mass for high thermal capacity and calipers with large swept area.
- Electric Power Assist Steering (EPAS)
- Transmission – 6-speed automatic, exclusively police calibrated for maximum acceleration and faster closing speeds
- Alternator – Heavy-Duty 220 Amp
- Battery – Heavy-Duty 750 CCA
- Cooling System – Heavy-duty, large high volume radiator, Engine oil cooler and transmission oil cooler
- Engine Hour Meter
- Powertrain mounts – Heavy-Duty.
- Wheels
 - Heavy-duty steel, vented with center cap
 - Full size spare tire w/TPMS

INTERIOR FEATURES

- Cargo Area – Spacious area for police equipment
- Column Shifter
- Flooring – Heavy-duty vinyl, offers ease of cleaning, long term durability
- Pedals – Power adjustable
- Seats
 - Front – Police grade cloth – 6-way power-adjustable Manual lumbar, seatback foam designed to comfortably accommodate a utility belt
 - Built-in steel intrusion plates in both front-seatbacks
 - 2nd Row – Police grade vinyl, offer easy care for cleaning
 - Liftgate access with manual lock cylinder
- Simple Fleet Key (w/o microchip, easy to replace)
- Speedometer – Certified, digital readout in message center and analog gauge
- Universal equipment tray atop instrument panel (ideal for radar and other police equipment)

POLICE UPFIT FRIENDLY

- Consistent 9-inch space between driver and passenger seats for aftermarket consoles
- Console mounting plate
- Dash pass-thru opening for aftermarket wiring
- Headliner – Easy to drop
- Headlamps – Integrated LED police flashers (Available)
- Taillamps – Integrated police flashers (Available)

TECHNOLOGY

- BLIS® – Blind Spot Monitoring with Cross Traffic Alert (Available)
- Ford SYNC® – Hands-free communications with programmable steering wheel-mounted controls (Available)
- Rear Video Camera (Available)
- Reverse Sensing (Available)
- Unique Steering Wheel (with up to 4-remappable configurations – Available)

COMMONALITY

- Commonality of parts between the Sedan and Utility Interceptors include: Front brake calipers, rear brake calipers, wheels, battery, 220 amp alternator, PTU, RDU and front-seats.
- Maintenance Components – Oil filter, air filter, spark plugs, front and rear brake pads, front and rear brake rotors and tires.

SAFETY / SECURITY HIGHLIGHTS

- AdvanceTrac® w/RSC® (Roll Stability Control™) police tuned gyroscopic sensors work seamlessly with the ABS
- Ballistic Door-Panels (National Institute of Justice (NIJ) certified to stop Type III and all lesser NIJ rounds) (Available)
- Exterior Key Locks – Driver, passenger side and liftgate
- 75-mph Rear End Crash Tested

WARRANTY:

- 3 Year / 36,000 Miles Bumper / Bumper

FORD POLICE INTERCEPTOR EXTENDED SERVICE PLAN POWERTRAIN CARE PROTECTION

- 5-year/100,000-mile Powertrain Care Extended Service Plan (zero deductible) on all 2013MY Police Interceptors – Sedans and Utility (Standard)

JOB 3 ORDER GUIDE UPDATES – Effective on all vehicles built on or after Job#3 (12/03/12 – Subject to change)

- Removed Battery saver feature under Safety or Security in Standard Equipment page
- Notes updated for 65U, 86P, 66A, 66B, 66C, 67G and 67H in Equipment group page
- Notes updated for 91A, 91B, 91C, 91H, 91J, 91D, 91F, 91E and 91G under Vinyl Wrap Options in Equipment Group page
- Spot Lamp Incandescent and LED bulb included under Lamps in Equipment Group page

Product Changes and Features Availability

Features, options and package content subject to change. Please check www.fmcdealer.com or Dealer eStore for the most current information.

2013 UTILITY POLICE INTERCEPTOR STANDARD EQUIPMENT

The following items are std. 2013MY UTILITY POLICE INTERCEPTOR vehicle:

MECHANICAL

- Alternator – 220-Amp
- Axle Ratio – 3.65 (AWD), 3.39 (FWD)
- Battery – H.D. maintenance-free 78A/750-CCA
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- Drivetrain – All-Wheel Drive
- Electric Power Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.7L V6 Ti-VCT
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 18.6 gallons
- Suspension – independent front & rear
- Transmission – 6-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (Black)
- Door Handles – Black (MIC)
- Exhaust True Dual
- Front Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd and 3rd Row Privacy Glass
- Grille – Black
- Headlamps – Halogen Projector (Bi-Functional)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tail lamps – LED
- Tailgate Handle – Painted Black
- Tires – 245/55R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR / COMFORT

- Cargo Hooks
- Climate Control – Single-Zone Manual
- Door-Locks
 - Power
 - Rear-Door Handles and Locks Operable
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side)
- Lighting
 - Overhead Console with sunglass holder
 - 1st row task lights (driver and passenger)
 - Dome Lamp – 1st row (red/white)
 - 2nd / 3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Power Adjustable Pedals (Driver Dead Pedal)
- Powerpoints – (2) First Row
- Scuff Plates – Front & Rear
- Seats
 - 1st Row Police Grade Cloth Trim, Dual Front Buckets
 - 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 60/40 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control

- Speedometer – Calibrated
- Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels) with Speed Controls and Redundant Audio Controls
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Down Driver-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™) w/Hydraulic Brake Assist
- Airbags, 2nd generation driver & front-passenger, side seat, Roll Over Protection (ROPS) and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Belt-Minder® (Front Driver / Passenger)
- Child Safety Locks (capped)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)

FUNCTIONAL

- Easy Fuel® Capless Fuel-Filler
- Front door tether straps (driver/passenger)
- MyFord®
 - AM/FM / CD / MP3 Capable / Clock / 6 speakers
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - 5-way Steering Wheel Switches, Redundant Controls
- Power pigtail harness
- Simple Fleet Key (w/o microchip, easy to replace)
- Two-way radio pre-wire
- Windows – Rear Defroster
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

AWD ONLY MODELS INCLUDE

- Recovery Hooks, Rear Only

2013 UTILITY POLICE INTERCEPTOR EQUIPMENT GROUP

Series/Rate	Option Code	Police Interceptor 500A
Utility Police Interceptor AWD (incl. D&D)	K8A	S
Utility Police Interceptor FWD (incl. D&D)	K7A	O
3.7L V6 Ti-VCT FFV with 6-Speed Automatic Transmission	99R / 44C	S
EQUIPMENT GROUP		
Interior Upgrade Package – 1 st and 2 nd Row Carpet Floor Covering – Cloth Seats – Rear – Center Floor Console less shifter w/unique Police console finish plate – Includes Console – Top Plate – Finish 3 (incl. 2 cup holders) – Floor Mats, front and rear (carpeted) Note: Not available with options: 67G and 67H	65U	O
Front Headlamp / Police Interceptor Housing Only – Pre-drilled hole for side marker police use, does not include LED installed bulb (eliminates need to drill housing assemblies) – Pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights) Note: Not available with options: 66A and 67H	86P	O
Front Headlamp Lighting Solution – Includes base projector beam headlamp plus two (2) multi-function Park/Turn/Warn (PTW) bulbs for Wig-wag simulation and two (2) white hemispheric lighthouse LED side warning lights. Note: Not available with option: 67H	66A	incl
Tail Lamp Lighting Solution – Includes base lamp plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps Note: Not available with option: 67H	66B	incl
Rear Lighting Solution – Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass – Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) Note: Not available with option: 67H	66C	incl
Cargo Wiring Upfit Package – Rear console plate – contours through 2 nd row; channel for wiring – Wiring overlay harness with lighting and siren interface connections – Vehicle Engine Harness: o Two (2) light connectors – supports up to three (3) LED lights each (engine compartment) o Two (2) light connectors – supports up to three (3) LED lights each (engine compartment) – Two (2) 50 amp battery ground circuits in right hand rear-quarter power distribution junction block – One (1) 10-amp siren/speaker circuit (engine to cargo area) – Whelen Lighting PCC8R Control Head – Whelen PCC8R Light Relay Center (mounted behind 2 nd row seat) – Light Controller / Relay Center Wiring (jumper harness) – Whelen Specific Cable (console to cargo area) Connects PCC8R to Control Head – Pre-wiring for grille LEDs and siren/speaker Note: Not available with option: 67H	67G	incl
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages #21 66A, #22 66B, #23 66C, #24 64G* plus – Whelen Cencom Light Controller Head – Whelen Cencom Relay Center / Siren / Amp (mounted behind 2 nd row seat) – Light Controller / Relay Cencom Wiring (wiring harness) – Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head – Grille linear LED Lights (Red / Blue) – 100-Watt Siren / Speaker – Hidden Door-Lock Plunger / Rear-Door Handles Inoperable (*) – LESS the following items from Package #67G (Higher level components included): o Whelen Lighting PCC8R Control Head o Whelen PCC8R Light Relay Center (mounted behind 2 nd row seat) o Light Controller / Relay Center Wiring (jumper harness) Note: Not available with options: 66A, 66B, 66C and 67G	67H	O
KEY EXTERIOR OPTIONS		
Engine Block Heater	41H	O
License Plate Bracket – Front	153	O

2013 UTILITY POLICE INTERCEPTOR EQUIPMENT GROUP

EQUIPMENT GROUP**Lamps**

Dark Car Feature – Courtesy lamp disable when any door is opened	43D	O
Daytime Running Lamps	942	O
Dome Lamp – Red/White in Cargo Area	17T	O
Pre-wiring for grille lamp, siren, and speaker	60A	O / P-67G / P-67H
Side Marker LED – Sideview Mirrors	63B	O

Spot Lamp – Incandescent Bulb:

Driver Only	51Y	O
Dual (driver and passenger)	51Z	O

Spot Lamp – LED Bulb:

Driver Only (Unity)	51R	O
Driver Only (Whelen)	51T	O
Dual (driver and passenger) (Unity)	51S	O
Dual (driver and passenger) (Whelen)	51V	O

Body

Glass – Solar Tint 2 nd and 3 rd Row (Deletes Privacy Glass)	92G	O
Glass – Solar Tint 2 nd Row Only (Deletes Privacy Glass)	92R	O
Roof Rack Side Rails – Black	66Z	O

VINYL WRAP OPTIONS

Two-Tone Vinyl Package #1 <ul style="list-style-type: none"> Roof Vinyl RH/LH Front Doors Vinyl RH/LH Rear-Doors Vinyl White (YZ) Only Note: Not available with the following options: 91B, 91C, 91D, 91E, 91F, 91G, 91H and 91J	91A	O
Two-Tone Vinyl Package #2 <ul style="list-style-type: none"> Roof Vinyl Hood Vinyl White (YZ) Only Note: Not available with the following options: 91A, 91C, 91D, 91E, 91F, 91G, 91H and 91J	91B	O
Two-Tone Vinyl Package #3 <ul style="list-style-type: none"> Roof Vinyl RH/LH Front Doors Only Vinyl White (YZ) Only Note: Not available with the following options: 91A, 91B, 91D, 91E, 91F, 91G, 91H and 91J	91C	O
Two-Tone Vinyl – Roof <ul style="list-style-type: none"> Roof Vinyl White Only Note: Not available with the following options: 91A, 91B and 91C	91H	O
Two-Tone Vinyl – RH/LH Front Doors <ul style="list-style-type: none"> White Only Note: Not available with the following options: 91A, 91B, 91C, 91D, 91E, 91F and 91G	91J	O
Vinyl Word Wrap – POLICE “non-reflective” <ul style="list-style-type: none"> White (YZ) lettering located on LH/RH sides of vehicle Note: Not available with the following options: 91A, 91B, 91C, 91E, 91F, 91G and 91J	91D	O
Vinyl Word Wrap – POLICE “reflective” <ul style="list-style-type: none"> White lettering located on LH/RH sides of vehicle Note: Not available with the following options: 91A, 91B, 91C, 91D, 91E, 91G, 91J	91F	O
Vinyl Word Wrap – POLICE “reflective” <ul style="list-style-type: none"> Black lettering located on LH/RH sides of vehicle Note: Not available with the following options: 91A, 91B, 91C, 91D, 91F, 91G, 91J	91E	O
Vinyl Word Wrap – SHERIFF “non-reflective” <ul style="list-style-type: none"> White lettering located on LH/RH sides of vehicle Note: Not available with the following options: 91A, 91B, 91C, 91D, 91E, 91F and 91J	91G	O
Wheels		
Wheel Covers (18" Full Face Wheel Cover)	64B	O
Misc		
Badge Delete (Police Interceptor Badge Only)	16D	O
100 Watt Siren/Speaker (includes bracket and pigtail)	18X	O / P-67H

2013 UTILITY POLICE INTERCEPTOR EQUIPMENT GROUP

EQUIPMENT GROUP**Audio / Video**

Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror. Requires 53M)	21B	O
SYNC® Basic (Voice-Activated Communication System)	53M	O
Remappable (4) switches on steering wheel (less SYNC®)	61R	O
Remappable (4) switches on steering wheel (with SYNC®)	61S	O

Doors / Locks (Select only one)

Rear-Door Handles Inoperable / Locks Operable ¹	68L	O
Rear-Door Handles Inoperable / Locks Inoperable ¹	68G	O
Hidden Door-Lock Plunger w/Rear-door handles operable ¹	52H	O
Hidden Door-Lock Plunger w/Rear-door handles inoperable ¹	52P	O / P-67H

Windows

Windows – Rear window power delete, operable from front driver side switches	18W	O
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Flooring / Seats

1 st and 2 nd row carpet floor covering (includes floor mats, front and rear)	16C	O / P-65U
2 nd Row Cloth Seats	88F	O / P-65U
Rear Console Plate (Not available with Interior Upgrade Pkg. – 65U)	85R	O / P-67G / P-67H

Keys (Note: Not compatible with Remote Keyless Entry – 595)

Keyed Alike – 1435x	59E	O
Keyed Alike – 1284x	59B	O
Keyed Alike – 0135x	59D	O
Keyed Alike – 0576x	59F	O
Keyed Alike – 1111x	59J	O
Keyed Alike – 1294x	59C	O
Keyed Alike – 0151x	59G	O

OTHER OPTIONS**Safety & Security**

Ballistic Door-Panels – Driver Front Door Only	90D	O
Ballistic Door-Panels – Driver & Pass Front Doors	90E	O
BLIS® – Blind Spot Monitoring with Cross Traffic Alert, includes Heat (Requires 21B)	55B	O
Mirrors – Heated Sideview	549	O
Lockable Gas Cap for Easy Fuel® Capless Fuel-Filler	19L	O
Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid (Requires Key Fob) (Late Availability)	593	O
Remote Keyless-Entry Key Fob (w/o Keypad, less PATS) (Not available with Keyed Alike)	595	O
Reverse Sensing	76R	O

Misc

Aux Air Conditioning	17A	O
Noise Suppression Bonds (Ground Straps)	60R	O

EXTENDED SERVICE PLAN (ESP)**Police Interceptor Limited Maintenance Packages (includes Oil Change, Tire Rotation, and Multipoint Inspection)¹**

75,000-miles (assumes 5,000-mile intervals = 15 service events)	50A	O
75,000-miles (assumes 3,000-mile intervals = 25 service events)	50B	O
100,000-miles (assumes 5,000-mile intervals = 20 service events)	50C	O
100,000-miles (assumes 3,000-mile intervals = 33 service events)	50D	O
125,000-miles (assumes 5,000-mile intervals = 25 service events)	50E	O
125,000-miles (assumes 3,000-mile intervals = 41 service events)	50F	O
150,000-miles (assumes 5,000-mile intervals = 30 service events)	50G	O
150,000-miles (assumes 3,000-mile intervals = 50 service events)	50H	O

¹ Options 68L, 68G, 52H and 52P not available in any combination

Backup material for agenda item:

- c. Consideration of Records Management System.

City of Junction City

City Commission

Agenda Memo

2-12-2013

From: Tyler Ficken, City Clerk
To: Gerry Vernon, City Manager
Subject: **Records Management System**

Objective: Approval of a Records Management System

Explanation of Issue: Section "100.050 RECORDS POLICY" of the City code provides that a records management system shall be developed and approved by the City Commission. "The system must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value."

The proposed schedule categorizes records as archival or non-archival. Archival records, which have a retention period greater than 5 years, will be imaged and kept permanently or destroyed/erased when their retention period ends. Non-Archival records which have a retention period of 5 years or less (be imaged only for convenience purposes), and will be destroyed by the department that creates the documents.

Budget Impact: None

Alternatives: It appears the Commission has the following alternatives concerning the issues at hand. The Commission may:

1. Approve the proposed Records Management System.
2. Approve an amended Records Management System
3. Disapprove the proposed Records Management System.

Enclosures: Section 100.050, Records Management System

Records Management System

Archival Records:

Archival Records are those that are kept longer than 5 years, as established by federal law, state statute, and/or local policy. Records classified as archival shall be imaged for storage. Records critical enough to be classified as archival shall not be stored outside of designated areas, except for temporary periods of time unless a reproducible digital version has been created, with this version being retained in an archival location.

Archival Locations Identified:

The following are the approved archival record storage locations for the City of Junction City:

The Vault in the Water Department of the Municipal Building
The Records Archive room in the basement of the Municipal Building
Offsite record storage space purchased by the City

Other locations within City owned buildings are not sufficiently secure for archive storage.

Retention and electronic imaging:

Records classed as archival may be scanned electronically for retrieval and use purposes. The original record will not be destroyed until after it has been scanned.

Records to be scanned include those that are likely to experience frequent retrieval, and may include both archival and non-archival records.

Preparation for Archiving (Imaging or scanning)

To be prepared for archive, documents need to be processed as follows:

All staples, paper clips, or other fasteners need to be removed.
All file folders shall be removed
Pages shall be unfolded and flat
Pages shall be sorted in date order (or other logical order)
A contents list shall be prepared for every box

Materials to be prepared for archive shall pass through the City Clerk's office for Box Number Sequencing, and for review and indexing prior to storage.

Labels will be generated for each box that is stored. The label will include the following information:

Box Number
Contents or nature of the record
Departmental Source
The destruction date

The originating department is responsible for preparing the material for archive. The City Clerk's office will provide assistance with this task.

Material that is unusual in size or composition shall be processed for storage in a manner that is as close as possible to that specified above (removal of binders, fasteners, unfolded sheets, etc.), under the circumstances.

Archiving (imaging)

All archival records will be electronically imaged, after which the original record is to be destroyed, unless otherwise specified in the retention schedule within this policy.

Scanning and Imaging will be coordinated by the City Clerk's office.

At least two duplicates shall be produced for each original record. One duplicate may be stored onsite for viewing purposes. However, a master copy shall be stored offsite. Any electronic storage device shall include self-contained viewing software placed on the same disc or drive for the purposes of viewing or printing the documents so stored.

Labels will be generated for each disc or drive that is stored. The label will include the following information:

- The series title
- Contents and nature of the record
- Departmental Source
- The destruction date

Non-Archival Records:

Non-Archival records are those stored that have a retention time of five years or less, as established by federal law, state statute, and/or local policy. Once established, these records will be destroyed on the identified date. Non-archival records will not be scanned for archival purposes but may be scanned by the departments for retrieval purposes.

Preparation for storage:

Non-Archival records have a less rigid preparation requirement, although removal of fasteners and file folders is recommended (but not required) to reduce bulk. The exterior of the box shall be marked in the same manner as required for Archival records.

Retention and Electronic Imaging:

The electronic imaging system (current service provider OnBase) is to be used for records subject to relatively frequent retrieval or reference, records that take up a lot of space, and other reasons that may be deemed appropriate.

Record Storage Locations:

Records which require ready access should be stored in the offices from which they will be needed. Custody and maintenance of such records is the responsibility of the respective departmental personnel. Review of these records for archive or disposal is the respective departmental responsibility, subject to the constraints of this policy and retention schedule.

The City Clerk's office is responsible for records placed in the archival record storage locations. The City Clerk shall establish procedures to ensure the integrity and proper processing of records placed in these

areas. This shall include limiting access to the areas in order to control appropriate placement and disposition of material.

The City Clerk will provide assistance to departments with identifying retention schedules and destruction dates as requested, as well as providing guidance in preparation for storage.

Electronic Data Records:

The handling of records and information on the City's computer systems is governed by the Information Technology Director. Records stored on or created by the City's computer system are subject to the retention schedule.

Review Frequency:

At least once annually, the City Clerk shall engage in the following procedures:

- 1. Evaluate all material in Archive locations.**
 - a. Materials past the identified disposal date shall be destroyed.
 - b. Any paper materials identified and marked as Archival retention shall be scanned pursuant to these policies.
 - c. Material not yet properly prepared or identified, shall have those procedures performed by the department and returned to the City Clerk for processing into the archive.
- 2. Evaluate material in the Non-Archive locations.**
 - a. Materials past the identified disposal date shall be destroyed.

Retention Schedule

Unless otherwise specified, as promulgated by the Kansas State Historical Society (KSHS) pursuant to Kansas Statutes and Kansas Administrative Regulations...

The choice to image or retain original records is a matter of local policy. If not specifically provided for, records are to be retained until no longer useful, and then destroyed. **Unless specifically identified, the retention period will be presumed to be 5 years.** As a matter of policy, records for which the retention period is 5 years or less will not be imaged.

Note: The authority of the Kansas Historical Society is advisory while state and federal law are primary concerns.

In the following tables, the column headings have the following meanings:

Series: The official name of the record referenced in the description

Description: Provides information about the paperwork included within the series.

Retention: Length of time in years for which the document must be kept. The default retention period for records is five (5) years, or until no longer needed, whichever is less.

Disposition: Indicates whether the record is permanent or may be destroyed after retention period

Destruction of Records

Duplicate records may be destroyed at any time, providing that the original is verified prior to destruction of the duplicate. Individual departments are responsible for the records placed in their custody. Working records that have not yet been archived may be destroyed at departmental discretion, subject to the retention schedules, above. Individual departments are responsible for the records placed in their custody.

Section 100.050 – Junction City Municipal Code

“A record whose retention period has expired on the records retention schedule ***shall be destroyed*** unless an open records request is pending on the record, or the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Officer that the record be retained for an additional period.”

Original Paper Records

Paper Records will be subject to destruction as follows:

Archival records: The original paper record will be destroyed as per the retention schedule after:

- The document has been imaged, and
- The scanned image has been copied to a write-once optical storage disc or CD or back-up by the Information Services Director, or
- The specified retention period has expired (only the City Clerk destroys non-permanent archive records).

Non-Archival records Destruction of records as prescribed by the retention schedule requires City Clerk approval prior to destruction (See form A).

Departmental Records Destruction When non-archival records are destroyed it is imperative that they are destroyed completely, ensuring no violation of local, state, or federal laws. Burning is the best method for destroying records followed by shredding. Records may be thrown away or recycled if it is determined by the department head that they do not contain sensitive, personal, or legally protected information.

Original Electronic Records

Electronic Records will be deleted as follows:

Archival records: The original electronic record stored on the City’s Computer system will be deleted as per the retention schedule after:

- The electronic record has been copied to a write-once optical storage disc or CD or back-up by the Information Technology Director, or
- The specified retention period has expired (only the City Clerk destroys non-permanent archive records).

Non-Archival records Destruction of records as prescribed by the retention schedule requires City Clerk approval prior to destruction (See form A)

City of Junction City, Kansas – Records Management RECORDS DESTRUCTION FORM	FORM A Page 1 of
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Department Name:		Total # of Boxes:
Date:	Office Address:	Telephone:

CAUTION: A City record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it.

Required Approval	Departmental Destruction
Department Records Coordinator	Date of Records Destruction
Department Head	Destruction Method: Shredding _____ Burning _____ Discard _____ Vendor _____
City Clerk	
	Destruction Witness:

☐ I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied.

☐ I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied.

Note: Please read the Destruction of Records section of the Records Management System concerning Departmental Records Destruction.

User Box #	Series	Description of Records List contents of each box separately	Inclusive Dates	Retention Period	Medium

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in your department name, address, phone number, date, and the total number of boxes to be destroyed
2. Place a unique number on each box and write that same number in the "User Box #" column.
3. Locate a description of your records in the Records Retention Schedule as well the Series name of the record.
4. Enter the description and series name into the destruction form.
5. Fill in the "Inclusive Dates" of the records for each box. Please include month and year.
6. Fill in the "Retention Period" listed for the records in the Records Retention Schedule.
7. Fill in the "Medium" of the records (P=Paper & E=Electronic)
8. The Department Records Coordinator and the Department Head must sign the form.
9. The completed original Records Destruction form must be forwarded to the City Clerk's office.
10. A convenience copy of the completed Record Destruction form may be kept by the Department's Records Coordinator for reference.

	Column1	Column2	Column3	Column4	Column7	Column8	Column9
General							
	<u>Series</u>		<u>Description</u>		<u>Retention</u>		<u>Disposition</u>
	Scrapbooks and Historical Information		Collection of miscellaneous documents, newspaper clippings, and pictures regarding department's history		refer items to Gery County Historical Museum		destroy if not accepted by Historical Museum
	Project Files (Policy)		Includes ordinances, resolutions, contracts, specifications, and other documents for projects which are duplicated elsewhere.		until accepted for maintenance; 1 year		destroy after noting related document numbers on cover sheet
	Grant Performance Report				3 years pst grant closure		destroy
	Accident Reports		Documentation of accidents occurring in current division's facilities including volunteer accident reports		5 years		destroy
	ADA Complaints / Grievances		Standard Office Procedures handbook including: Complaint forms, ADA Resource Guide, Customer Request for Program Materials Alternative Formats or Auxiliary Aids Forms and Emergency Evacuation procedures.		Retain until Updated		destroy
	Asset Records		Inventory, maintenance records, and other related documents for equipment		until equipment sold or surplusd		destroy
	Auction Records		Includes items sold, price received, and commission paid to auctioneer		5 years		destroy
	Bids (informal)		Office supplies, small office equipment, office services, etc., under \$5000.		5 years		destroy
	Budget Preparation File		close of subsequest budget process				destroy
	Certified Mail Receipts				1 year		destroy
	Committee Files		Includes minutes, agendas, correspondence, rosters, and other related documents from committees. See also Committee Files -- Transcript File		retain while useful		destroy

	Complaint Files		Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change permanently. Retain others as follows:		retain while useful; but not more than 5 years		destroy
	Contracts		Includes instructors, vendors, labor unions, Kansas Department of Transportation, contractors, developers, service and other contracts. See also City Clerk schedule.		until contract is expired or canceled; 5 years		destroy
	Contractor Liability Insurance / Bond Records				5 years after expiration		destroy
	Correspondence (routine)		Includes inquiries, memos, copies, telephone records, etc.		retain while useful; but not more than 5 years		destroy
	Daily Assignment Sheet		Record of employee's daily assignments		5 years		destroy
	Daily Fees Accounting Report		Contains payee name, license number and type (if applicable), amount paid, and copies of deposit receipts		3 years		destroy
	Equipment Check Out Logs				until all equipment on lig is returned		destroy
	Evaluation Schedule		Tracking device to ensure completion of evaluations		1 year		destroy
	Fuel Records		Details amount of fuel purchased and in tanks		3 years		destroy
	Grant Administration and Financial Files		Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year. See also Grant Performance Report.		until project year is closed and audit is completed; 5 years or until completion of any action, whichever is later		destroy
	Hold Harmless Agreements		Includes ride-along agreements, release of liability, and other such agreements		5 years		destroy
	Inventories				3 years		destroy

	Monthly Reports			5 years		destroy
	Motor Fuel Tax Reports		Includes invoices, refunds, requests, spreadsheets, copies of payment and related documents.	5 years		destroy
	Purchasing Card Transactions		Monthly transaction reports and/or receipts.	5 years		destroy
	Purchasing Documents		Includes purchase orders, direct payment requests, interfund transfers, and other related documents from all internal and external sources.	1 year		destroy
	Receipts / ticket stubs / deposit slips		Daily listing of monies received and accounts credited. See also Cash Management schedule	3 years		destroy
	Reference Books / Journals		Also includes newsletters and seminar notebooks	until superceded or obsolete		destroy
	Supervisor's Files		Limited to required documents for current oversight of employee: A) work schedule; B) leave information; C) attendance record; D) overtime hours distribution; E) current payroll status report; F) current active disciplinary track items (1 year after resolution or per contract); G) last performance evaluation; H) performance observations since the last evaluation (positive and negative); I) requests for safety equipment and uniforms; and J) worker's compensation information. Purge after every evaluation.	While employee is under direct supervision; 1 year		destroy
	Training Records (individual)		Record of continuing education course completed, date, and any certificates	while individual is employed; 5 years		destroy
	Travel Documents			1 year		destroy

	Used Oil Manifest		Details amount of oil generated, date oil transferred to re-refiner, and amount received back from re-refiner		3 years		destroy
	Vehicle Equipment Operation Records		Includes documents related to the use of City-owned vehicles and equipment		5 years		destroy
	Vehicle & Equipment Repair Records		Includes preventative and emergency repairs.		duration of ownership		destroy
	Vehicle Operation Records		Includes documents related to the use of City-owned vehicles		3 years		destroy
	Vehicle Parts Inventories		Includes vehicles, equipment, parts, records and other inventories		until superseded or obsolete		destroy
	Volunteer Records		recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization		while current; 5 years		destroy
	Volunteer Time sheets				5 years		destroy
	Warranty Files		Includes warranties, promises, and other related documents		5 years of life of warranty; whichever is longer		destroy
	Material Safety Data Sheet		Documents regarding the precautions to take for the safe handling of various hazardous chemicals used in the routine operation of the department.		until superceded or chemical no longer on site; destroy as required by CRF 1910-1200		destroy
	Proof of Publication		Proof of Required Publications		5 years		destroy
	Security Records		Security logs, sign-in sheets, security activity reports, incident reports, etc. relating to security provided for buildings and grounds		5 years		destroy
	Vehicle Maintenance Operation Records		Documents related to the maintenance and operation of City-owned vehicles and apparatus, warranty information		while City owns vehicle		destroy

	Appointment books / calendars / facility reservations	Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.		Retain until no longer useful		destroy
	Material Safety Data Sheet(s)	Documents relating to the precautions to take for the safe handling of various hazardous chemicals used in the routine operation of the department.				destroy
	Reorganization Studies	Records documenting actual and proposed agency organizational structure				permanent

Column1	Column2	Column3	Column4	Column6	Column7	Column8
City Manager Office						
		Description		Retention		Disposition
	Citizen Complaint File	Correspondence and notes regarding individual citizen issues. See also Community Issues Files		5 years		destroy
	Community Involvement Files	Documents cooperative relationships as well as community relations		retain while useful; but not more than 5 years		destroy
	Community Issues File	Community projects, issues, complaints about major problems, or other items of interest to the community. Includes correspondence, contract copies, annual reports, surveys, studies, and other related documents		5 years		destroy
	Project Management Files	On-going correspondence on status of projects		5 years		destroy

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Finance							
	Series	Description		Retention		Disposition	
	Payroll Deduction Authorization Forms	Includes health and benefit enrollments and other voluntary deductions; does not include Direct Deposit Authorizations; held in Human Resources Department		retain until entered into computer		send to human resources	
	Certificates of Deposit			Until Maturity		Return to Bank	
	Annual Reports	Activity of department throughout year				permanent	
	Audit Reports	Results of audits conducted by local, state, federal and / or non-governmental auditing agencies		3 years		permanent	
	KEPRS Annual Report	Details employee name, social security number, and annual contribution amounts				permanent	
	Temporary Notes Registers					permanent	
	Year-End Year-To-Date Cumulative Payroll Register					permanent	
	Surplus Property List	Copies of forms and supporting documents used to remove capital equipment from the office inventory		3 years		Destroy	
	Banking Records	Includes bank statements, bank reconciliation, deposit books and slips, and canceled checks in any format		5 years		Destroy	
	Daily Fees Accounting Report	Contains Payee name, permit number and type (if applicable), amount paid, and copies of deposit slips		5 years		destroy	
	Investment Records (daily)	Daily Accounting of Transactions		5 years		destroy	
	Investment Records (General)	Includes weekly reports generated by City Treasurer, transaction confirmations, monthly reports generated by brokers, and maturity confirmations		5 years		destroy	
	Letters of Understanding	Written acknowledgements of broker responsibilities and promises		5 years		destroy	
	Professional Organization Files			5 years		destroy	
	Proof of Publication			5 years		destroy	

	Receipts	Includes daily reconciliation report as well as deposit records from all departments		5 years		destroy	
	Year-End Closeout Report	Original sent to Controller		5 years		destroy	
	Accounts Payable Check Registers			5 years		destroy	
	Accounts Payable Supporting Journals	Includes Revenue Receipt Journal and Appropriations - Expenditure Journals		retain while useful		destroy	
	Accounts Receivable	Includes amounts owed to the City for services provided, such as Parking, speeding tickets, or Code Compliance violations		1 year after paid in full		destroy	
	Bond Documents	Includes annual financial reports, capital projects, debt service fund reports, bond transcript, and all supporting documents		1 year after sale of bonds; merge to one central file until repayment complete		destroy	
	Checks & Warrants: Unclaimed	Unclaimed checks and warrants, including payroll, vendor, and other checks/warrants		2 years from date of issuance		destroy	
	Court-Ordered Payments	Includes child support, garnishments, and bankruptcy orders, answers, and receipts		5 years after release of wages		destroy	
	Direct Deposit Authorization Records			until suspended or no longer in effect		destroy	
	Payroll Documents	Includes year to date cumulative register, distribution register, warrant register, payroll certification form, hours-to-gross register, and accrual register; does NOT include year-end year to date cumulative register		5 fiscal years		destroy	
	Purchasing Documents	Includes limited purchase orders, purchase orders, direct payment requests, interfund transfers, and other related documents from all internal and external sources.		1 year		destroy	

	Tax Reports	Includes, but is not limited to, 1099 Forms, W-2 Forms, 941 Forms, K-3 Forms, undelivered W-2 Forms, and Unemployment Insurance Quarterly Reports	5 years	destroy	
	Travel Documents		1 year	destroy	
	Unemployment Insurance Monthly Reports		Until two quarterly reports have been filed	destroy	
	Statistical Reports	Includes monthly, quarterly, and annual city and county workers compensation reports and reports of vehicle claims. Retain annual (or December) report permanently. Retain all others as follows:	Until completed audit; 1 year	destroy	
	Assessments	Includes public improvement, code enforcement, and other assessments	Until all account paid or written off; 3 years	destroy	
	Annual Budget		10 years	1 copy permanently	
	Comprehensive Annual Financial Reports		10 years; merge to central file	1 copy permanently	

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
City Clerk							
	<u>Series</u>	<u>Description</u>		<u>Retention</u>		<u>Disposition</u>	
	City Code Book	Includes supplements		until superceded		1 permanent current copy	
	Surveys & studies	Includes surveys and studies done by city agencies or paid for by city agencies				permanent - 1 copy	
	Proclamations					Permanent - 1 copy	
	Annexation Case Files	Includes consents, petitions, and other related documents				permanent	
	Annual Budget	Includes operating and annual budgets for City				permanent	
	Bond Transcripts of Proceedings	Includes industrial revenue bonds, no-fund warrants, and general obligation bonds				permanent	
	Capital Improvement Plan	Plan of City for 5-year term				permanent	
	Charter Ordinances					permanent	
	City Commission Minutes	Record of all council and commission actions				permanent	
	Deeds	Original deeds for all property owned by City				permanent	
	Easements	Original easement agreements				permanent	
	Ordinances					permanent	
	Petitions to put issue on ballot					permanent	
	Records Management	Includes completed survey forms, inventories, destruction lists, transfer records, and other related documents				permanent	
	Reports - Miscellaneous	Includes City committees, councils, boards, panels, and advisory bodies				permanent	
	Resolutions					permanent	
	Title Certificates	Includes titles for all City-owned vehicles		while vehicle is owned		pass to new owner	
	Bond Documents	Includes coupons and other related documents. See also Bond Transcripts		Until obligations are paid; +5 years		destroy; retain 1 bond of each series permanently	
	Budget Preparation File			3 years		destroy	

	City commission Packets	Record of all council actions, including agendas, handouts, zoning cases, project budgets, and other related documents		10 years		destroy	
	Lawsuits	Related documents of legal cases involving City		10 years		destroy	
	Bid Documents	Includes bid tabulation, affidavit of publication & vendor submitted documents		5 years		destroy	
	Candidate filing documents			until close of subsequest election process		destroy	
	Certified Mail Receipts (non legal)			1-year		destroy	
	City Council Recordings	Includes audio and video tapes of council meetings		2 years		destroy	
	Claims	Claims filed against the City		10 years		destroy	
	Complaint Files	Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change permanently. Retain others as follows:		retain while useful; but not more tha 5 years		destroy	
	Contractors' liability insurance certificate			5 years after expiration		destroy	
	Correspondence	Includes mail, letters, memos, copies, telephone messages, etc.		retain while useful; but not more tha 5 years		destroy	
	Governing Agency Regulations	Includes City, State, and Federal governing agencies' manuals and requirements		until superceded or obsolete		destroy	
	Insurance Policies			until cancelation or expiration; +5 years		destroy	
	Legal Notices			5 years		destroy	
	Open Record Requests			3 years		destroy	
	Professional Organization Files			3 years		destroy	
	Proof of Publication			5 years		destroy	
	Reference Books / Journals	Also includes newsletters and seminar notebooks		until superceded or obsolete		destroy	

	Personal Use of Wireless Equipment	Includes Wireless Phone Bills		5 years		destroy	
	Specifications - RFP	For City projects and purchases		5 years		destroy	
	Summons	Presented to City Clerk on behalf of City department		until case closed; 5 years		destroy	
	Cable TV Files	Correspondence and other related documents concerning cable TV franchise and daily operation of cable channel		retain while useful; but not more than 5 years		destroy	
	Press Releases	Post to City website		retain while useful; but not more than 5 years		destroy	
	Insurance Claim Files	Includes real and personal property for which insurance has been purchased		5 years or until all statutes of limitation have run, whichever is longer		destroy	
	Insurance Policies	Policies which the City has purchased		Until expired or Canceled; 5 years		destroy	
	Self- Insurance Claim Files	Includes automobile physical damage fund and other items self-insured by the City		5 years or until all statutes of limitation have run, whichever is longer		destroy	
	Appointment Books / Calendars	while useful, but not to exceed 5 years				destory	

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Human Resources							
	Series	Description		Retention		Disposition	
	Pension Information	Annual report sent to Insurance Commissioner. Includes firemen's relief, police pension, and other employee pension reports				permanent	
	Incident Reports	Documentation of incidents occurring at City facilities		5 years		destroy	
	Payroll Documents	Includes time cards/sheets, leave requests, time away from work requests, payroll adjustment records, and payroll warrants registers.		5 years		destroy	
	Training Records - Individual	Record of continuing education course completed, date, and any certificates		while individual is employed ; +5 years		destroy	
	Complaint Files			5 years		destroy	
	KEY files	Includes applications, background checks (not hired), interview questions, and employment testing (excludes medical testing [not hired]).		5 years		destroy	
	State & Local Government Information Report EE)-4			3 years		destroy	
	Blood-Borne Pathogen Files	Includes claims files and program monitor files		30 years		destroy	
	Motor Vehicle Records	Includes one record for each person who drives a city-owned vehicle		5 years		destroy	
	Safety Committee File	Includes notes, minutes, and other documents from division or department meetings which are used as a reference tool for policy making bodies		5 years		destroy	

	Safety Inspections Files	Conducted by Safety Director. Includes all correspondence and follow-up		5 years		destroy	
	Workers Compensation Claim Files	Retain computerized history 30 years. Retain hard copy files as follows:		5 years or until all statutes of limitation have run, whichever is longer		destroy	
	Workers Compensation Direct Payment Requests	This series does NOT include all other purchasing documents		5 years		destroy	
	Grievance Files	Includes transcripts, exhibits, and other related documents		5 years		65 years; destroy	
	Confidential Files	Includes: physician records of examination, diagnostic records, laboratory test records, drug screening records, health plan application forms, KPERS, FMLA, accident reports, workers' compensation reports, detailed background checks, etc.		tenure plus two years		65 years; destroy	
	Personnel Files	Includes: employment application, background check, policy signatures, tax forms, payroll actions, discipline actions, awards, training, performance appraisals, exit interview form, tuition reimbursement, position description, etc.		tenure plus two years		65 years; destroy	
	Exams - Entrance	Retain exams in employee personnel file if hired. Retain all others as follows:		until vacancy is filled; +6 years		destroy	
	Exams - Promotional & Periodic	Examinations given to current employees		while individual is employed; +5 years		destroy - K.S.A. 60-511	

Column1	Column2	Column3	Column4	Column5	Column6	Column7
City Attorney						
	Series	Description		Retention		Disposition
	Claims			10 years		destroy
	Lawsuits	Includes outside counsel files and other related documents		until case is closed and all appeal time and run; 10 years		destroy

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Fire Department							
	<u>Series</u>	<u>Description</u>		<u>Retention</u>		<u>Disposition</u>	
	Annual reports for Fire and EMS Divisions	Activity of department and divisions throughout the year				permanent	
	Capital Improvement Project Files					permanent	
	Department Policies and Guidelines	Department policies and guidelines as well as incoming and outgoing letters or memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organization history of the department.				permanent	
	Fire Activity Log	Daily log of fire call activity		current calendar year		permanent	
	Fire Station Log	Daily journal of activity at a fire station		retain while usefl		destroy	
	FIT Tests	Records and documentation of FIT testing for personnel.		while individual is employed		permanent	
	Investigation Files	Includes records concerning the investigation of suspicious fires; reports, witness lists, photographs, audio-visual tapes, transcripts, investigator's notes, interviews, statements, and other related documents		Retain misdemeanor level files five (5) calendar years past statute of limitations. Retain felony level files twenty (20) calendar years past statute of limitations. Retain homicide files eighty (80) calendar years and unsolved homicide files permanently.		permanent	
	Offense Reports	Reports sent to Kansas Bureau of Investigations				permanent	
	Seniority List	Electronic list of all active staff and their respective ranking		current		permanent	
	Ambulance Activity Log	Daily Log of Ambulance/EMS call activity				permanent	
	Incident Reports	Documentation of incidents occuring in current department facilities, injuries of employees, accidents involving City-Owned vehicles or apparatus		1 year		Forward to Human Resources	
	Procedures, Policy Manuals, SOG's, Protocols	Original copies of department procedures, policies, SOG's and Medical Protocols in a collective manual as well as HIPAA policies, Red Flag Rules (Identity Theft), etc.		until superceded or obsolete, then retain 1 copy permanently, destroy remainder		destroy; 1 permanent	

	Exams - Promotional & Periodic	Examinations given to current employees		while individual is employed; +5 years		destroy - K.S.A. 60-511	
HIPPA	Ambulance Collections	Includes any documentation regarding the collection of an ambulance account, information forwarded to collection agencies, payments, etc.		current activity; 6 years post collection/closure		destroy	
HIPPA	Ambulance Patient Billing/Payment Records	Includes patient billing in-house form, hospital face sheets, ABN, payment copies, and related information. To include spreadsheet of bills and revenues sent to third party billing company.		1 year; 6 years past date of service		destroy	
HIPPA	Ambulance Patient Reports	Includes patient run reports, patient's consent for treatment, patient's refusal of treatment, billing form, and other related documents		1 year; 6 years past date of service		destroy	
	Ambulance Records	Inventories, and other related documents		5 years		destroy	
	EMT testing	EMT Certification/EMT Training		while individual is employed; +5 years			
	Appointment Books/Calendars	Appointment books, calendars with written notes		2 years		destroy	
	Asset Records	Inventory records, maintenance records, and other related documents for equipment		until equipment is sold		destroy	
	Bis Records	Documents related to requests for proposals, bids, quotations, estimates, etc.		5 years		destroy	
	Building Plans	Includes every building in Junction City with an alarm or fire sprinkler system		while building exists		destroy	
	Carbon Monoxide Files	Documents related to results of carbon monoxide inspections or investigations		5 years		destroy	
	Catalogs			current; obsolete		destroy	
	Claims	Correspondence about claims involving department; See also City Clerk Section		retain while useful, but not more than 5 years, pending litigation		destroy	
	Complaint Files	Correspondence and inspector's documentation of possible fire prevention violations; retain major problems permanently. Retain others as listed below		not more than 5 years unless major, then permanently		destroy	
	Employee Notary Files			while current		destroy	
	Equipment Tests	Records of pump tests, ladder tests, hose tests, aerial apparatus tests, and self-contained breathing apparatus tests, etc.		life of Equipment		destroy	

Column1	Column2	Column3	Column4	Column5	Column6	Column7
Police Department						
	Series	Description		Retention		Disposition
	Accident Reports	Vehicle Accident Reports		1 year plus current		permanent
	Alarm Files	Billing for False Alarms		3 years		destroy
	Auction Records	Includes items sold, price received, and commission paid to auctioneer		5 years		destroy
	Card File	Includes court, victim, and suspect cards				permanent
	Case Files - Homicide	Retained in Records Division. Includes Offense Reports, Arrest Reports, Evidence Cards, Disposition Cards, and other related documents				permanent
	Case Files - Official	Retained in Records Division. Includes Offense Reports, Arrest Reports, Evidence Cards, DUI Report, Mental Illness/Casualty Report, and other related documents for cases with an assigned case number. Retain hard copy 1 year after electronic media is verified and backup is in off-site storage. Retain electronic media as follows:				permanent
	Citizen Vacation Requests	Requests for increased patrol while citizen is away from residence				permanent
	Civil Services Files - Successful			until hire		transfer to Human Resources Department
	Civil Service Files - Unsuccessful			until applicant is denied; 3 years pending litigation		transfer to Human Resources Department

	Complaint Files - Official	May include Citizen Complaint Form, Complainant's letter, notification of investigation, related interviews and tapes, witness statements, photographs, test and examination results, disposition, and any other related materials or evidence. Retain sustained and not sustained complaints five years after involved employee leaves the police department. Retain all others as follows:			permanent
	Criminal History Checks	Includes requests and responses	1 year from date of Request		destroy
	Criminal History Secondary Dissemination Logs	Tracks criminal history information disseminated as a result of Triple I checks	3 years		destroy
	Division meeting notes	Tracking devices for monitoring progress on projects	retain while useful; but not more than 5 years		destroy
	Division Performance Reports	Documentation of activity within division. Retain annual report permanently. Retain weekly, monthly, or quarterly ones as follows:	1 year		destroy
	Emergency Information File	List of employees' personal information and next of kin	while employed: 1 year		destroy
	Emergency Preparedness Plans	Created by businesses, agencies, or other governmental organizations	until superceded		destroy
	Equipment Certifications and Maintenance Records	Includes standard solution certifications, radar certifications, tuning fork certifications and other related documentation	while equipment is owned; 5 years		destroy
	Evaluation Schedule	Tracking device to ensure completion of evaluations	1 year		destroy
	Evidence Files	Includes Physical Evidence Custody Receipts, and Physical Evidence retained in Property until final disposition of evidence	retained in Property until final disposition of evidence		originals sent to Records and copies destroyed
	Expungement Records		50 years		destroy
	Fingerprint files				permanent
	Firearm Qualification Records	Detailed records of individual employee performance	while individual is employed; 5 years		destroy
	General Orders / Standard Operating Procedures / Special Orders	Issued by Chief of Police or his designee. Includes Policies, Regulations, and Procedures	until superceded or obsolete		destroy

	Grant Administration & Financial Files	Variety of documents dealing with applications for federal, state, and private grants and the implementation of those received	retain 5 years after the end of the grant period, transfer original applications, contracts, agreements, and annual and final performance reports to permanent storage and destroy remaining documents (keep longer grant specifies to do so)	destroy
	Grant Files - Unfunded	Applications and supporting documentation relating to federal, state and private grants submitted which were not funded	Retain until no longer useful	destroy
	Hold Harmless Agreement	Includes ride along agreements, release of liability, and other such agreements	5 years	destroy
	Identification jackets		Life of Individual; 1 year	destroy
	Inventories	Includes equipment, uniforms, records, vehicles, and other inventories	until superseded or obsolete	destroy
	Juvenile Data Cards	Juvenile Criminal History stored in electronic database		permanent
	License Files	Includes application and other related documents for 2nd hand electronic stores, trash trucks, taxis, and CMB/Liquor licenses	until license is expired or obsolete; 5 years	destroy
	Money Logs	Record of cash money kept at the information desk	1 year	destroy
	NCIC Computerized Records	Includes stolen articles, guns, license plates, vehicles, boats and identities as well as missing and wanted persons	according to applicable NCIC Operating Manual	
	NCIC Validation Letters	Letters sent out to victims validating that missing property is still gone	1 year	destroy
	Officer Subpoena File	Documentation of court liaison delivering subpoenas to officers	1 year	destroy
	Parade & Special Event Permit File		5 years	destroy
	Pawnbroker Reports	Includes Pawn Shop records	1 year	destroy
	Personnel Allocation Schedule	Work schedules for month	5 years	destroy
	Personnel Orders	issued by Chief of Police. Retain one copy in appropriate personnel file. Retain others as follows:	until superseded or obsolete	destroy

	Photographs - Crime Scenes & Evidence		Unitl Written Permission is given by divisional commander	destroy
	Police Reserve Records	Includes application, job description, training, recruitment records, recognition, KBI background check, liability waiver and emergency medical authorization form, schedule, accomplishments, health screening, address, and related documents	while current; 2 years	destroy
	Press Releases	Official notices to media regarding cases and events	2 years	destroy
	Radio Logs		1 year	destroy
	Receipts	Includes copy sales, DL checks, taxi licenses, tow bills, discovery requests, and noise waivers	5 years	destroy
	Revenue Account Fund Files	Keep annual report permanently. Keep all other documents as follows:	5 years	destroy
	Roll Call information Sheets		1 year	destroy
	Shift Bidding Records	Request for schedule for next 6 months. Copies should be retained while current. Division Commander's copy should be retained as follows:	2 years	destroy
	Sign In Sheets		1 year	destroy
	Traffic Control Activities	Includes radar trailer, Ruse lanes, Sobriety check lanes and Saturation patrols, and other similar activities	2 years	destroy
	Use of Force Report	Retained in officer's training file	while individual is employed; 5 years	destroy
	Overtime Allowance Documentation	Includes ASAP, held calls, and other related documentation. Retain annual reports permanently. Retain all others as follows:	1 year	destroy
	Parade & Special Event Permit File		5 years	destroy
	Pawnbroker Reports	Includes Pawn Shop records	1 year	destroy
	Personnel Allocation Schedule	Work schedules for month	5 years	destroy
	Personnel Orders	Issued by Chief of Police. Retain one copy in appropriate personnel file. Retain others as follows:	until superceded or obsolete	destroy
	Photographs - Crime Scenes & Evidence		Unitl Written Permission is given by divisional commander	destroy
	Pitbull Permit Files		5 years	destroy
	Press Releases	Official notices to media regarding cases and events	2 years	destroy
	Property Identification Registrations		until final disposition of property; 5 years	destroy

	Pursuit Reports	Report of findings from Accident Review/Pursuit Driving Board to be placed in individual officer's division file. Retain Pursuit Reports that recommend disciplinary action according to GO#16. Retain all others as follows:	2 years; pending litigation	destroy
	Receipts	Includes copy sales, vendor refunds, restitution, and contracted services	5 years	destroy
	Request for Police Presentations	Includes tours of facilities, community organization presentations, and other related documents	retain while useful; but not more than two years	destroy
	Revenue Account Fund Files	Keep annual report permanently. Keep all other documents as follows:	5 years	destroy
	Roll Call information Sheets		until superceded or obsolete	destroy
	Sgift Bidding Records	Request for schedule for next 6 months. Copies should be retained while current. Division Commander's copy should be retained as follows:	2 years	destroy
	Staff Inspection Reports	Scheduled review of divisions and their activities	while useful; but not more than 5 years	destroy
	Standing Committee/ Board Files	Includes Accident Review/Pursuit Driving Board, Use of Force Review Board, Policy Review Committee, Training Advisory Board and Citizen Advisory Board. Retain minutes (if any) and annual roster permanently. Retain all other documents as follows:	5 years; pending litigation	destroy
	Statistical Reports	Includes citation statistics reports, held call reports, teleserve logs, holiday calls, time away from work reports, and other reports created to demonstrate statistics. Retain annual report permanently. Retain all others as follows:	1 year	destroy
	Stop Sticks Usage Report		retain while useful; but not more than 5 years	destroy
	Suspended Drivers License State Certification		While Case is active	destroy
	Traffic Control Activities	includes radar alert, driver license checklanes, smart trailer, and other similar activities	2 years	destroy
	Kansas Law Enforcement Training Center Lesson Plans	KLETC published lesson plans/curriculum notebooks	until replaced or Obsolete	destroy
	Uniform Repair Requests		until filled	destroy

Column12	Column2	Column3	Column5	Column7	Column8
Parks & Recreation					
	Series	Description	Retention	Disposition	
	Maintenance Records - Vehicles and Equipment	Includes scheduled and unscheduled repairs to mowers, sprinklers, carts, etc.	while item is in division	transfer with item/destroy	
	Donor Information	List of names, addresses, and gifts of donors		permanent - 1 copy	
	Fee Schedule	List of user costs for various services		Permanent - 1 copy	
	Publications	Includes brochures, booklets, fliers, posters, labels, newsletters, and other publications created by Parks & Recreation		permanent - 1 copy	
	Memorial Index	List of all items donated for a memorial as well as location		permanent	
	Historic Structures File			Permanent	
	Facility Usage Applications	Applications by groups to use facility for a program	5 years	destroy K.S.A. 60-511	
	Capital Improvement Plan File		Until CIP is completed; 1 year	destroy	
	Comparison Reports	Weekly or monthly reports showing receipts, activity, and other statistical information. Retain final report each year permanently.	3 years	destroy	
	Forestry Records - Trees		2 years after removal, if no litigation	destroy	
	Maintenance Records	Includes equipment, parks, recreation, and horticulture maintenance	while item is under maintenance; 1 year	destroy	
	Maps/Plans	Includes all parks, swimming pools, and structures supported by Parks & Recreation	While City owns property	destroy	
	Swimming Pool Maintenance Records	Includes water quality tests and other related documents	5 years	destroy	

	Volunteer Records	records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address, and related	While current; 2 years	destroy	
	Volunteer Time Sheets		5 years	destroy	
	Deeds	Copies of deeds to City-owned parks	while City owns park	destroy	
	Grant Administration and finance	RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year.	until project year is closed and audit is completed; 5 years or completion of any action, whichever is later	destroy	
	Inventory Computation for Concessions	Used to reconcile concession sales	3 years	destroy	
	Newspaper Files	Includes advertising and news releases	5 years	destroy	
	Parks Plans	Includes specifications and drawings of park facilities and land	while City owns park	destroy	
	Attendance Records	List of classes held and number of people attending	2 years	destroy	
	Certificate Logs	List of certificates earned by participants at Recreation Division events	5 years	destroy	
	Comparison Reports	and other statistical information. Retain final report each year permanently. Retain others as follows:	5 years	destroy	
	Competition Schedules	Includes brackets, heats, and finals for tournaments, Special Olympics, Senior Olympics, and other competition sponsored by Parks & Recreation	2 years after event	destroy	
	Eduactional Materials	Documents prepared to instruct users of facility policies or rules of a given sport	until superceded or obsolete	destroy	
	Facility Checklists	intervals during the day. Keep sheets involving incidents for 5 years. Keep all others as follows:	1 year	destroy	
	Facility Sign-in Sheets	1 year	retain while useful; but not more than 5 years	destroy	

	Golf Club Book	Includes records of contributions made by certain golfers and prizes won	while individual has balance; 3 years	destroy	
	Grant Admin & Finance Files	RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other	is completed; 5 years or until completion of any action, whichever is later	destroy	
	Inspection Reports	Includes fire, plumbing, electrical, and any other inspections which are posted	5 years	destroy	
	Insurance Certificates	Copies of city policies that pertain to certain facilities and volunteer programs	until expired or canceled	destroy	
	Intern Files	Includes evaluations, special projects, instructions, and other related documents	5 years	destroy	
	Lesson Plans/Subject Files	Designed instruction material for a certain topic or class	while program exists	destroy	
	Maintenance Records - Physical Plant	Includes Maintenance Requests, Work Orders and Project Completion Certificates	5 years	destroy	
	Participant Files	Includes health assessments and forms of programs as well as Liability Waiver and Emergency Medical Authorization Form, Individual	while current; 3 years	destroy	
	Youth Participant Forms		5 years	destroy	
	Permit Files	Includes fuel tank and cereal malt beverage permits for golf course and other permits	until permit expires; 3 years	destroy	
	Program Information Files	Record of specific programs or classes sponsored by Recreation. Keep one copy of final report and publicity created permanently. Keep other documents as follows:	until program is discontinued; 2 years	destroy	
	Sales Records		3 years	destroy	
	Sports Rosters		5 years	destroy	

	Comparison Reports	Weekly or monthly reports showing receipts, activity, and other statistical information. Retain final report each year permanently. Retain others as follows:	4 years	destroy	
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Column12	Column2	Column3	Column4	Column5	Column6	Column7
Municipal Court						
	<u>Series</u>	<u>Description</u>		<u>Retention</u>		<u>Disposition</u>
	Jail Records	Inmate registers, jail regulations, release record, and other related documents				permanent - 1 copy
	Standard Traffic Ordinance					permanent - 1 copy
	Tickets - dismissed or void	Retained to show identity of individual who dismissed or voided the ticket		2 years		destroy
	Case File - Offense Equivalent to an A or B Misdemeanor	Bond Documents, Community Service Records, Probation Records, Ticket(s)		50 years		destroy
	Case File - Traffic or Parking	Bond Documents, Community Service Records, Probation Records, Ticket(s)		3 years		destroy
	Warrant Records			Until served or expired; 5 years		destroy

Column12	Column2	Column3	Column4	Column5	Column6	Column7	Column8
City Prosecutor							
	Series	Description		Retention		Disposition	
	Docket Sheets	Includes synopsis of case, individuals involved, and other pertinent information				permanent	
	Appeal of Municipal Court Cases	Records on cases that have been appealed to District Court		Until case is closed and all appeal time has run; 7 years		destroy	
	Complaint Files	Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change permanently. Retain others as follows:		retain while useful; but not more than 5 years		destroy	
	Criminal Weapon Violation Case Files	Maintain original diversion agreements and Waivers of Right to Counsel permanently. Dispose of other documents as follows:		until case is closed with no further activity; 7 years		destroy	
	DUI Case Files	Maintain original diversion agreements and Waivers of Right to Counsel permanently. Dispose of other documents as follows:		Until case is closed with no further activity; 7years		destroy	
	Municipal Court Case Files	Does not include DUI or Criminal Weapon Violations		Until case is closed with no further activity; 7years		destroy	
	Research Files	Includes drafts and research to support ordinances		retain while useful		destroy	

Column1	Column2	Column3	Column4	Column5	Column6	Column7	
Public Works							
	Series	Description		Retention		Disposition	
	National Public Works Week	Files documenting celebration and events				permanent - 1 copy	
	Intersection Files	Includes plans, timing printouts, maintenance, permits, and other records; retained by location				permanent	
	Plan Specification	Specifications for projects available for contractors to purchase		until contract is awarded		destroy	
	State Water & Sewer permits/reports			As required by the State of Kansas		destroy if allowed by state	
	Maps/Plans (City owned buildings)	Includes electrical, plumbing, heating, and other facility plans for various city buildings		while City owns the property		destroy	
	Work Orders (internal)	Includes Your Gov tickets, emails or other correspondence for request for service		1 year		destroy	
	Work Orders (Internal, equipment with warranty)	Includes Your Gov tickets, emails or other correspondence for request for service		life of equipment or 20 years		destroy	
	Tank Permits	Includes above or below ground tanks. Retain removal certification permanently. Retain all other documents as follows		until tank is removed; 2 years		destroy	
	Capital Improvement Plan			Until CIP is completed; 1 year		destroy	
	Community issue file	Working files of special issues, complaints about major problems, or other items of interest to the community; includes correspondence, contract copies, annual reports, surveys, studies, and other related documents		retain while useful; but not more than 10 years		destroy	
	Contractors' liability insurance / bond records			5 years after expiration		destroy	
	Financial Reports - Intrim			2 years		destroy	
	Financial Reports Monthly	Includes Utility Financial Reports, budgets for Public Works accounts, and other computer-generated financial documents		1 year		destroy	
	State Revolving Loan Files	Includes application, award notice, public hearing notices, RFP's, correspondence, reports, purchase orders, banking records, accounting ledgers, and other reports; maintained by grant year		until final audit is closed; 5 years		destroy	

	Materials File	List of quantities purchased and vendor information for division		retain while useful; but not more than 5 years		destroy	
	Meter Maintenance Reports	Recorded maintenance on equipment		until equipment is replaced or discarded		destroy	
	Monthly Reports	Documents given to Public Works Administration as a budget-tracking device		until close of subsequent year		destroy	
	Plan Specification List	List of contractors who purchased a plan book		until bid is opened; 3 years		destroy	
	Project Summary Reports	Updates on current projects		until each project listed is accepted for maintenance		destroy	
	Scheduled Street Maintenance Files	Planning document showing maintenance performed and scheduled to be done		until superceded or obsolete		destroy	
	Service Requests / Your Gov Report			until superceded or obsolete		destroy	
	Traffic Signal Timing Projects	Electronic record of signals and timing		until superceded or obsolete		destroy	

Column12	Column2	Column3	Column4	Column5	Column6	Column7
Planning & Zoning						
	<u>Series</u>	<u>Description</u>		<u>Retention</u>		Disposition
	Final Plats					permanent
	Aerial Photographs	Includes Junction city & Geary County				permanent
	Amendment Files	Includes amendments to zoning and subdivision regulations, as well as the transportation, neighborhood, and comprehensive plans				permanent
	Annexation Case Files					permanent
	Board of Zoning Appeals Cases	Appeals, variances and exceptions. File contains applications, staff reports, agendas, minutes and some times has back up material from the applicant w/the application. The agendas and minutes are kept electronically.				permanent
	Capital Improvement Plan					permanent
	Comprehensive Plan					permanent
	Conditional Use Permit Petition Files					permanent
	Historic Structure Files					permanent
	Planning Commission Transcript File	Includes minutes, agendas, annual roster, and other documents showing history				permanent
	Neighborhood Plan					permanent
	Plat of Subdivision Files	Includes drainage reports, analyses, staff reports, plats of survey, and other documents				permanent
	Transportation Improvement Program (TIP)					permanent
	Unified Planning Work Program					permanent
	Vacation Petition Files	Includes street, alley, and easement vacations				permanent
	Wastewater Management Plan Waivers					permanent
	Zoning Petition Files			1 copy		permanent
	Licensing Files	Verifications for salvage yards, ABC establishments, and vehicle sales lots		2 years		destroy

	Home Occupation Files	Includes applications, licenses, current renewal notices, and any other unique correspondence		3 years after denial or expiration of License		destroy

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Information Services							
	<u>Series</u>	<u>Description</u>		<u>Retention</u>		<u>Disposition</u>	
	Video Surveillance and Security Camera Systems	Device memory, hardware storage devices, tape and optical media (does not include traffic detection video systems, sewer camera inspection video systems, process and control camera systems, law enforcement video systems, court video systems and still frames captured from digital cameras.)		7 days or 168 hours		erased or overwritten	
	Computer Backups	Tapes and disks which hold backups for AS400 and networks. Retain the annual backup while city owns the computer system that reads that information. Retain all others as follows		1 year		destroy	
	City Commission Recordings			1 year		destroy	
	Help Desk Requests	E-mail or other correspondence regarding problems and solutions		1 year		destroy	
	Software Licensing	retain while current				destroy	

Column12	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Building & Codes							
	Series	Description		Retention		Disposition	
	Trade License Code books	Includes mechanical, plumbing, fire, traffic, electrical, housing, and other codes				permanent - 1 copy	
	Billing Files	Includes bills sent to property owners for abatement costs				permanent	
	Condemnations					permanent	
	Case Files - Housing, Nuisance and weeds					permanent	
	Demolition Files	City-ordered demolitions of privately owned facilities, including, but not limited to, cost estimates of repair, pictures of property, publicized code compliance notices, mailings and notifications		2 years or until bill is paid		permanent	
	Trade License file	Includes electrician, plumber, mechanical, home occupations, cross-connection, gas fitting trades				permanent	
	Street File	Includes building, demolition, electrical, elevator, fence, home occupation, gas, mobile home, moving structure, plumbing, sign, swimming pool, temporary use of street right-of-way, and underground tank permits; inspection reports; violation notices; certificate of occupancy; drainage and hold harmless agreements; BBFA/BZA minutes; and associated site plans and drawings				permanent	
	License and Permit Surety Bonds			until expired or canceled; 5 years		destroy	
	Building Permit Applications and Responses (Denied)			3 years		destroy	
	Building Codes					1 Copy permanently	

Column12	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Veolia							
	Series	Description		Retention		Disposition	
	Laboratory / Operations Report	Includes daily readings on flow, pumpage, chemicals, etc				permanent	
	Water Distribution system Report					permanent	
	Water Rights Files	Includes annual water use reports				permanent	
	Service Work Orders (large)	Includes accounting codes, costing, items used, selling costs, labor costs, etc.				permanent	
	Corps of Engineers Excavation Permits	Documents regarding building permits within a designated proximity to the levee				permanent	
	Street File	Includes building, demolition, electrical, elevator, fence, home occupation, gas, mobile home, moving structure, plumbing, sign, swimming pool, temporary use of street right-of-way, and underground tank permits; inspection reports; violation notices; certificate of occupancy; drainage and hold harmless agreements; BBFA/BZA minutes; and associated site plans and drawings				permanent	
	Water Main Contracts			life of contract; 5 years		destroy	
	Water Production Equipment Files			life of Equipment		destroy	
	Service Work Orders (small)	Completed by field workers		3 years		destroy	

	Daily Operations Log	Includes readings on flow, pumpage, chemicals, and special notes as well as identity of employee doing the reading	10 years	destroy
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Column12	Column2	Column3	Column4	Column5	Column6	Column7	
Water							
	Series	Description		Retention		Disposition	
	Abandoned Water Service Information	Includes address, index, etc., to old water services				permanent	
	Revenue Analysis	Study used as basis for rate increases				permanent	
	Site Plans					permanent	
	Fianacial Statements and Work Papers			3 years		destroy	
	Fire Service Contract Billing			3 years		destroy	
	Legislative Records	Includes current action in the Kansas State Legislature regarding water		until close of subsequent legislative term		destroy	
	Monthly Reports	Documents given to Public Works Administration as a budget-tracking device		until colse of subsequent year		destroy	
	Revenue Bond Payment Schedule			until maturity and all obligations sold		destroy	
	Revenue Bonds	Includes all related documents not listed below		until bonds sold		destroy	
	Service Cards	Maintained by Water Distribution. Indicates location of service and property owner.		While service active; 10 years		destroy	
	Utility Bill Payment Stubs			3 years		destroy	

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Engineering							
	<u>Series</u>	<u>Description</u>		<u>Retention</u>		<u>Disposition</u>	
	Correspondence (project related)			5 years		permanent if unique to project; otherwise destroy	
	Project Budgets					permanent	
	Excavation Permits	For utility right-of-ways; includes associated site plans				permanent	
	Parking Lot permits	Includes associated site development plans				permanent	
	Plats of Subdivisions					permanent	
	Sidewalk permits	Inclsudes associated site development plans				permanent	
	Accident Diagram books			3 years		permanent	
	Aerial photographs					permanent	
	As-Built Drawings (Final)			2 years		permanent	
	Bridge Inventory	Includes records, load rating calculations, photographs, etc.				permanent	
	CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS FOR PROJECTS			until project is complete and accepted for maintenance		permanent	
	Intersection Files	Water main location drawings				permanent	
	Plat Maps	Half-sized recorded plats obtained from County				permanent	
	Proof of Publication - Projects			3-years		permanent	
	Sanitary Sewer Plans					permanent	
	Storm Sewer Plans					permanent	

	Subdivision Files					permanent	
	Survey File	research and evaluation documents, field survey data and construction staking records, land survey plats				permanent	
	Traffic Count Books					permanent	
	Traffic Location Files	Consists of all traffic activity at a given location				permanent	
	Traffic signal plans					permanent	
	Water line easements	Includes property descriptions		life of easement		permanent	
	Street Name Files					permanent	
	Street Lighting Applications	Includes installation or denial information				permanent	
	Project Files - Major Structures	Comprehensive records, including plans, of all major structure projects. Includes buildings, bridges, parks, treatment plants, and other major structures		While Structure exists; 5 years		destroy	
	Project Files - Miscellaneous	Comprehensive records, including plans, of projects not listed above		while project exists; 5 years		destroy	
	Public Improvement Project Petitions			while improvement exists; 5 years		destroy	
	Accounts Receivable for Contractors			3 years after paid		destroy	
	Annual Statistical Reports	Used in other departments' annual financial reports		3 years		destroy	
	PLATS FOR QUARTER SECTIONS, SANITARY SEWER, PAVING, AND STORM SEWER			until superceded or obsolete		destroy	
	Traffic Disruption Permits	Used to perform safety and warrant analysis		3 years		destroy	

SECTION 100.050 - RECORDS POLICY

A. *Definition of Municipal Records.* All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to them is open or restricted under the laws of the state, created or received by the City of Junction City or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the City of Junction City and shall be created, maintained, and disposed of in accordance with the provisions of this Section or procedures authorized by it and in no other manner.

B. *Additional Definitions.*

(1) "Department head" means the officer who by ordinance or administrative policy is in charge of an office of the City of Junction City that creates or receives records.

(2) "Essential record" means any record of the City of Junction City necessary to the resumption or continuation of its operations in an emergency or disaster, to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the state.

(3) "Permanent record" means any record of the City of Junction City for which the retention period on a records retention schedule is given as permanent.

(4) "Records retention schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of Junction City, their retention periods, and other records disposition information that the records management program may require.

(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records retention schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

(6) "Records management officer" means the person designated in paragraph E of this Section 100.050

(7) "Records Management and Retention System" means the system developed under paragraph F of this Section 100.050

(8) "Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

C. *Municipal Records Declared Public Property.* All municipal records as defined in paragraph A of this Section 100.050 are hereby declared to be the property of the City of Junction City. No municipal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal

from files, or use of such records is prohibited.

D. *Policy.* It is hereby declared to be the policy of the City of Junction City to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all municipal records through a comprehensive system of integrated procedures for their management from creation to ultimate disposition, consistent with accepted records management practices.

E. *Designation of Records Management Officer.* The City Clerk, and the successive holders of said office, shall serve as Records Management Officer for the City of Junction City.

F. *Records Management and Retention System to be Developed; Approval of System; Authority of System.*

(1) The Records Management Officer shall develop a records management and retention system for the City of Junction City for submission to the City of Junction City Commission. The system must contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The system must be designed to enable the Records Management Officer to carry out his or her duties effectively.

(2) Once approved by the Commission the records management and retention system shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City of Junction City and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the system.

(3) State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this ordinance and the records management and retention system adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the City of Junction City.

G. *Duties of Records Management Officer.* In addition to other duties assigned in this ordinance, the Records Management Officer shall:

(1) Administer the records management program and provide assistance to department heads in its implementation;

(2) Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

(3) In cooperation with department heads identify essential records and establish a disaster plan for each municipal office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

(4) Develop procedures to ensure the permanent preservation of the historically valuable records of the city;

(5) Establish standards for filing and storage equipment and for recordkeeping supplies;

(6) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the City of Junction City;

- (7) Monitor records retention schedules and administrative rules issued by the Kansas State Historical Society to determine if the records management program and the municipality's records retention schedules are in compliance with state recommendations;
- (8) Disseminate to the Commission and department heads information concerning state laws and administrative rules relating to local government records;
- (9) Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the records of the City of Junction City are carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- (10) Maintain records on the volume of records destroyed under approved records retention schedules or through records destruction authorization requests, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (11) Report annually to the Commission on the implementation of the records management and retention system in each department of the City of Junction City including summaries of the statistical and fiscal data compiled under the preceding Subsection (10) of this paragraph G; and
- (12) Bring to the attention of the Commission non-compliance by department heads or other municipal personnel with the policies and procedures of the records management program.

H. *Duties and Responsibilities of Department Heads.* In addition to other duties assigned in this ordinance, department heads shall:

- (1) Cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of Junction City records management and retention system for the efficient and economical management of records and in carrying out the requirements of this Section;
- (2) Adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and
- (3) Maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City of Junction City and the requirements of this Section.

I. *Records Retention Schedules to be Developed; Approval By Commission.*

- (1) The Records Management Officer, in cooperation with department heads, shall prepare records retention schedules on a department by department basis listing all records series created or received by the department and the retention period for each series. Records retention schedules shall also contain such other information regarding the disposition of municipal records as the records management and retention system may require.
- (2) Each records retention schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with state laws and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the City of Junction City.
- (3) Before its adoption a records retention schedule or amended schedule for a department must be approved by the department head and the Records Management Officer.

J. *Implementation of Records Retention Schedules; Destruction of Records Under Schedule.*

(1) A records retention schedule for a department that has been approved and adopted under paragraph I of this Section 100.050 shall be implemented by department heads according to the policies and procedures of the records management and retention system.

(2) A record whose retention period has expired on a records retention schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the department head requests in writing to the Records Management Officer that the record be retained for an additional period.

(3) Prior to the destruction of a record under an approved records retention schedule, authorization for the destruction must be obtained by the Records Management Officer.

(K.S.A. 12-120(b); R.O. of 1956; CC 1965 §§1-701—1-705; Ord. No. G-1071, §1, 7-6-10)

Backup material for agenda item:

- d. Consideration of Fort Development/Thomas Fritzell Letter from the City Commission.

City of Junction City

City Commission

Agenda Memo

February 19 2013

From: Gerry Vernon, City Manager
To: City Commissioners
Subject: Fort Development/Thomas Fritzel Letter

Objective: Gain direction from the City Commission concerning the drafting of a factual letter to various parties associated with proposed Rock Chalk Park development in Lawrence, Kansas.

Explanation of Issue: Citizen Mark Sanders and Commission Johnson have suggested that the City Commission send a letter to agencies involved in a development in Lawrence so as to “leverage to assist in collecting the millions of dollars in delinquent property tax and special assessment payments.”

City Attorney Logan will be present to explain the details of how such letter should be drafted to limit legal liability as well as the effectiveness of such a letter.

Recommendation: No recommendation required. Please provide direction to city staff concerning this letter.

Enclosure: LJW Article

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Archive for Sunday, February 3, 2013

Developer, proposed Rock Chalk Park partner Thomas Fritzel involved in company that owes \$3.4M in back taxes, fees



Photo by Richard Gwin. Enlarge photo.

A realty sign sits on property at the Olivia Farms housing development in Junction City. Records provided by the Geary County Treasurer's Office show that a development company of which local developer Thomas Fritzel is an owner has \$3.42 million in unpaid property taxes and special assessments stemming from Fritzel's involvement in Fort Development LLC, a company that in 2008 built the now-struggling Olivia Farms housing development in Junction City. Fritzel is seeking to enter into a partnership with the Lawrence and Kansas University to build Rock Chalk Park. BELOW: A sign marking the Olivia Farms development in Junction City.

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By Chad Lawhorn
 February 3, 2013

ADVERTISEMENT

Thomas Fritzel, the key private partner in Kansas University's proposed \$50 million Rock Chalk Park athletics complex, is part of an investment group that owes more than \$3 million in back taxes and fees stemming from a troubled real estate project in Junction City.

Records provided by the Geary County Treasurer's Office show that a development company of which Fritzel is an owner has \$3.42 million in unpaid property taxes and special assessments dating to 2009. The unpaid taxes and fees stem from Fritzel's involvement in Fort Development LLC, a company that in 2008 built the now-struggling Olivia Farms housing development near the Fort

Riley military base in Junction City, about 90 miles west of Lawrence.

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Wayne & Larry's Sports Bar & Grill - \$15 Voucher for \$10.50

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Jayhawker

Featured Sandwich · Every Thursday enjoy our featured sandwich with a ...

Bigg's Barbeque

Thursday Lunch Special · Baby Back Thursday! Dine in or carry out ...

See all specials · Get lunch specials e-mail

Most discussed Most e-mailed

English Country Dance -- 02/17/13 at Douglas County Community Center, Lawrence 1 comment

Diverse Plays Michael Jackson -- 01/26/13 at Bottleneck 5 comments

The Blackwood Brothers -- 01/05/13 at Meadowlark Estates, 4430 Bauer Farm Drive 3 comments

Bleeding Kansas 2013 -- 02/03/13 at Constitution Hall State Historic Site, LeCompton 1 comment

KU Tango Spring Boot Camp - Encore -- 02/02/13 at Hashinger Hall 1 comment

KU Tango Spring Boot Camp -- 01/31/13 at Hashinger Hall 1 comment

PRAY FOR ZAY /BENEFIT -- 01/20/13 at CLUB MAJIC 1 comment

More

Fritzel served as resident agent for the project, which made him the key point of contact for the partnership under state law. Fort Development is owned by multiple Lawrence residents, including other members of Fritzel's family.

Junction City officials are not happy about the stalled project and unpaid debts, which have contributed to major financial problems for the city.

"I hope that group is proud of itself, because it has caused the taxes of a lot of working people — a lot of them soldiers who have done two or three tours — to go up," said Scott Johnson, a Junction City commissioner. "It looks to me like they have the money. They just refuse to pay it."

"Some of us feel like we were overcharged," said Jack Taylor, a Junction City commissioner who also is a real estate agent. "We feel like we weren't treated fairly."

Fritzel declined to be interviewed for this article but provided a lengthy written statement in which he said Fort Development has attempted to revive the largely unbuilt project but has been stymied by Junction City policies that prohibit the issuance of building permits to property owners with delinquent taxes.

"The problems in Junction City are the result of a perfect storm of unrealized expectations and predictions by many people, ourselves included," Fritzel wrote. "The city's present 'no-build' policy makes it impossible for developers with delinquent taxes to catch up."

Fritzel has been at the center of the proposed Rock Chalk Park development in northwest Lawrence. Rock Chalk would include a new track and field stadium, soccer field, softball facilities and other amenities for KU on property just north of Sixth Street and the South Lawrence Trafficway. Fritzel is in the process of finalizing agreements that will commit his company, Bliss Sports, to finance the approximately \$50 million worth of sports facilities.

Fritzel also is connected to a proposal to build a \$25 million city recreation center on property adjacent to the KU facilities. Fritzel's Bliss Sports and the Kansas University Endowment Association propose to partner to build the necessary infrastructure to serve both the KU facilities and the city's recreation center.

Until this week, Fritzel and Bliss were on track to serve as the builders of the 181,000-square-foot city recreation center through a bidding process that guaranteed Fritzel a chance to match the low bid of any competitor. But on Thursday, city officials said they were walking away from that bidding process and would make the contract to build the facility available through the city's standard open bidding process.

Lawrence officials said they were not aware of Fritzel's involvement in the Junction City project. But Mayor Bob Schumm said he thinks the city's recent decision to go to a true open bidding process increases the city's financial protection in any deal.

Dale Seufferling, president of the Kansas University Endowment Association, said he also wasn't aware of Fritzel's involvement with the Junction City development. After reviewing the matter, Seufferling said the association was still comfortable with its partnership with Fritzel and Bliss Sports.

"It is a different arrangement completely than what was in place in Junction City," Seufferling said.

A no-bid process

Only a small portion of the Olivia Farms project was ever built. The Geary County Treasurer's Office shows that Fort Development still has about 220 vacant lots with unpaid property taxes and special assessments. Many of the lots carry special assessments of more than \$24,000 apiece. The assessments were placed on the property by the city to recoup its costs to build streets, sidewalks, sewers and other infrastructure.

Junction City financed the construction of the infrastructure, but a development agreement allowed Fort Development to build the infrastructure for the city without going through a competitive bid process. The city paid Fort Development for the infrastructure work, with the expectation it would be repaid through special assessments over the next 20 to 30 years.

An independent investigation conducted for Junction City officials in 2010 by the audit firm BKD LLP raised questions about the cost of the infrastructure. The report noted that the infrastructure costs appeared to be higher at Olivia Farms than at other Junction City developments constructed during the

same time period. The report said the lack of a competitive bidding process "may have caused an increase in construction cost."

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Fritzel, in his statement, said the prices charged for the infrastructure were fair. He said costs were higher than other developments because Olivia Farms was built with upgraded infrastructure such as all-concrete streets, a three-mile walking trail and common areas with in-ground sprinkler systems.

"Please recognize the distinctions, and do not compare apples and oranges," Fritzel said. "Olivia Farms is intended to be a higher-quality subdivision than the competition."

Fritzel said the initial infrastructure budget for the project was \$16 million, but Fort Development ended up reducing the expenses to \$11 million.

'Everyone's predictions were wrong'

Fritzel said the Olivia Farms project was dealt a major setback in 2007 when the Geary County Commission vetoed an incentive package that would have allowed the new property taxes generated by the housing development to be used to pay for the infrastructure.

Fort Development

According to documents from the Kansas Secretary of State's office, Thomas Fritzel is the resident agent for Fort Development LLC, making him the primary point of contact for the partnership under Kansas law.

According to the company's 2011 annual report — the latest on file with Secretary of State's office — members who own 5 percent or more of Fort Development are:

- Evergreen Holdings LC, Lawrence
- Todd Sutherland 2005 Rev Trust, Lawrence
- Fortis Land & Development LC, Lansing
- Van LLC, Lawrence
- Perry H. Sutherland 2005 Rev Trust, Kansas City Mo.
- Norma H. Sutherland Qtip Marital Trust, Kansas City, Mo.

According to documents on file at the Kansas Secretary of State, the ownership of Evergreen Holdings includes Thomas Fritzel, Andy Fritzel, Gene Fritzel

The Junction City real estate market also took an unexpected turn. The thousands of soldiers transferred to Fort Riley showed little interest in buying homes but rather were looking for affordable rental units. Multiple housing projects by multiple developers failed during the time period, and Junction City has been left with the highest levels of public debt per capita in the state. The city has had to raise taxes, cut personnel and receive special legislation from the state that allows Junction City to carry extraordinary amounts of public debt.

"In hindsight, everyone's predictions were wrong," Fritzel said in his statement.

Fritzel said that as late as 2010, Fort Development proposed building rental projects on the property. But he said Junction City's new policy of denying building permits to owners who had any unpaid back taxes or assessments "closed the last window" on a comeback for the project.

"Given those realities, Fort may be unable to make any reasonable progress toward developing Olivia Farms, which is extremely unfortunate because Fort has invested millions of dollars of its own capital in Junction City," Fritzel said.

Words of warning

Officials in Junction City have little sympathy for the plight of Fritzel and the other Olivia Farms developers.

"It really is not the citizens' fault that their lots aren't selling," said Johnson, who in addition to serving on the City Commission is a housing developer.

Taylor had not heard that Fritzel was involved in the Rock Chalk Park project, which is proposed to include Fritzel making a philanthropic gift to the university by offering below-market-rate financing.

"If he is so much on giving, I wish he would give us our tax money and take some of the burden off of Junction City residents," Taylor said.

Taylor said university and city officials should "oversee everything" that Fritzel is involved with in the Rock Chalk Park project.

"I hope he doesn't do anything to hurt that school, because I actually think highly of KU," Taylor said.

Rock Chalk partners confident

Seuferling said KU Endowment remains confident in the soundness of the partnership with Fritzel and Bliss Sports. KU's agreement with

Construction Co. and
Evergreen Investors.

Fritzel is entirely different from what was done in Junction City, he
said.

The ownership of Fortis
Land & Development
includes banker Brent
Padgett, while the
ownership of Van LLC
includes Lawrence
construction material
supplier William Penny,
according to records from
the Kansas Secretary of
State. Todd Sutherland is
a Lawrence banker.

"This is not a speculative development project," Seufferling said.

In the Rock Chalk Park project, no KU entity is providing any financing
to Fritzel or Bliss, and therefore KU isn't relying on Fritzel to make any
payments to the university.

Indeed, the opposite is true: Fritzel is providing financing and
construction services to KU. Fritzel is relying on 30 years of lease
payments from Kansas Athletics to repay the approximately \$40 million
worth of financing he is providing the project.

Schumm, the Lawrence mayor, said that if a Fritzel company ultimately
is the low bidder for the city recreation center project, the city would
have adequate contracts to protect its interests.

Johnson, the Junction City commissioner, said he wouldn't be comfortable if he were in Lawrence or
KU's shoes.

"They need to come to Junction City and see if they think they can trust him," Johnson said.

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